

	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	Quality management system	
		Promotion regulations qualifications of teaching staff	Changes No. _____ Date _____ Ext. _____

APPROVING:

Rector of the EITI named
after Academician K.Satpayeva
Sivaraksha D. M.



QUALITY MANAGEMENT SYSTEM

POSITION

PROMOTION REGULATIONS QUALIFICATIONS OF TEACHING STAFF

Ekibastuz

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Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management Systems, Standardization and Norm Control Management Service

3 DEVELOPER:

Potyaga L. A.-Head of the Department of Internal Quality Assurance of Education

4 APPROVED AND PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute dated «24» April, 2024, No. 9

5 EXPERTS:

- 1) D. K. Imangazanova-Vice-rector for Academic Affairs;
- 2) Asylova K. B.-Dean of the Faculty of Engineering and Economics;
- 3) Kulbidyuk L. V.-Head of the department "Educational part".

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1 Scope of application

This Regulation has been developed for the purpose of planning and monitoring the professional development of the management and teaching staff of the Ekibastuz Engineering and Technical Institute named after Academician K. Kropotkin. Satpayev Institute (hereinafter referred to as the Institute).

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Labor Code of the Republic of Kazakhstan No. 414-V SAM dated November 23, 2015;
- 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 of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 591 dated November 20, 2023. On approval of the professional standard for teachers (faculty members) of organizations of higher and (or) postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 583 dated November 29, 2007. On approval of the Rules of organization and implementation of educational, methodical and scientific-methodical work in educational organizations;
- National Qualifications Framework approved by the protocol of the Republican Tripartite Commission on Social Partnership and Regulation of Social and Labor Relations dated March 16, 2016;
- The sectoral framework of qualifications in the field of "Education" was approved by the Minutes of the meeting of the Sectoral Commission of the Ministry of Education and Science on social partnership and regulation of social and labor relations in the field of education and science on the approval of the project "Sectoral Framework of qualifications in the field of "Education" (No. 3 dated November 27, 2019);
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 General provisions and basic concepts and definitions

3.1 In accordance with the qualification requirements of the Ministry of Foreign Affairs of the Republic of Kazakhstan for educational activities, organizations providing higher and(or) postgraduate education, and the list of documents confirming compliance with them:

– Ensuring that teachers, for whom the main place of work is OVPO, complete advanced training in accordance with the profile of the subjects taught at least 1 (one) time in 3 (three) years and the volume of at least 72 (seventy-two) hours per course of study, including: in the field of personnel training "Architecture and Construction" - according to the profile of subjects taught in research, survey, design and production organizations;

– Providing advanced training of managers of the Department of Internal Affairs and its deputy(s) in the field of management at least 1 (one) time in 3 (three) years.

a process is a set of interrelated and interacting activities that transform inputs into outputs.

advanced training course - a long-term training of specialists for at least 72 (seventy-two) hours for a more in-depth study of various problems related to professional activities.

DVOKO – Department of Internal Quality Assurance of Education.

QMS – quality management system.

Teaching staff – faculty members.

University – a higher educational institution.

4 Continuous professional development

4.1 The following basic methods are used to improve the skills of teaching staff:

- independent training of teaching staff (studying literature, etc.);
- active participation of teaching staff in planned events;
- completing advanced training courses;
- participation in methodological seminars.

4.2 Teaching staff of the Institute should constantly improve their professional level, including:

- theoretical knowledge;
- pedagogical skills;
- skills of educational work;
- skills in developing educational and methodological support for the educational process;
- skills in using modern technical training tools;
- research level.

5 Planning for advanced training of teaching staff

5.1 The head of the department draws up a professional development plan for teaching staff. Professional development plans are reviewed and approved by the Vice-Rector for HR and MS.

5.2 Based on the cathedral plans for professional development, the general plan of the Institute is developed and approved by the Rector annually.

5.3 In order to plan professional training, the head of the department analyzes the results of professional development of teaching staff over the past periods.

At the same time, it is guided by:

- 1) information about the staff of the department by composition and quality
- 2) the last dates when one or another teacher of the department improved their qualifications;
- 3) the effectiveness of the teacher's work based on the assessment obtained in the quality control processes of classes;
- 4) the need to train young teaching staff;
- 5) the need to improve the skills of teaching staff, for example, changes in teaching methods or the emergence of new technologies in the discipline.

5.4 After discussing the schedule of teachers' professional development at the meeting of the department, the head of the department submits it for consideration by the Vice-Rector for HR and MS.

The draft professional development plan is submitted to the Rector for review and approval. The approved training plan is stored in DVOKO. Additions and changes can be made to the professional development plan in case of production necessity.

5.5 If necessary, the decision to postpone the implementation of training activities is made by the Rector of the Institute. The decision is made in any form.

6 Organization of staff training

6.1 Independent training. The Institute's administration welcomes and supports the desire of its employees to improve their skills independently, when an employee seeks to:

- study the regulatory documents on the profile of the university's work and departments;
- learn new technologies, methods, and techniques of work.
- learn from other employees' work experience.

6.2 Classes are usually conducted by qualified specialists of the Institute. Individual issues can be covered by the Rector or invited specialists.

6.3 Advanced training courses. The administration of the Institute may decide to send its employees to advanced training courses in other organizations – in Advanced Training Institutes, in relevant training centers, in other domestic and foreign organizations on the issues of the Institute's competence and quality management.

7 Monitoring the results of advanced training

7.1 Upon completion of the training, the department hears the teacher's report on professional development and makes a decision to approve or reject the report (if necessary, to finalize it), and also makes recommendations on using the results of professional development, taking into account its practical significance for improving the educational process and scientific work. The report can be accompanied by scientific articles, educational and methodological developments and manuals, work

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programs, as well as copies of qualification documents. If the professional development report is rejected or not approved, it is returned to the teacher for revision.

8 Training records and teaching staff information

7.1 An employee who has been trained in a third-party organization in the direction of the Institute's management, upon completion of the course, must submit a report (Appendix B) to the head of the department and to the HR department within 10 days, a copy of the document certifying the successful completion of their studies.

7.2 Department heads enter information on advanced training and retraining of personnel in accordance with the profile of the subjects taught in the form "Appendix 8 to the qualification requirements for educational activities and the list of documents confirming compliance with them", which is given in Appendix A.

Form "Appendix 8 to the qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming compliance with them"

Appendix 8
to
the qualification requirements for educational
activities of organizations
providing higher
and (or) postgraduate education,
and the list of documents
confirming compliance with them

Information on professional development of teachers in accordance with the profile of the subjects taught, as well as in the field of management for managers of educational organizations

(name of the educational organization)

[illegible]

Full name of the Rector

(signature)

Appendix B

report based on the results of the advanced training course

Full name _____

Position _____

1. General information about the advanced training course

Training goal:	
Event name:	<i>(subject according to the application)</i>
Terms of professional development:	<i>getting started: _____</i> <i>end date: _____</i> <i>Duration: _ _ _ _ _ hours</i>
Base organization:	<i>(name of the organization where the event was held)</i>
Place of professional development, address:	<i>(city, country, address)</i>

2. Meaningful results of participation in the advanced training course

Opinion about the course you took: _____

Effectiveness of professional development

The acquired knowledge will be used:

- to develop new lectures (specify titles).
- to update repeated lectures (specify titles).
- to create (update) tasks for practical classes (specify topics);
- to create (update) tasks for laboratory work.
- for drawing up (updating) the SRS and SRSP;
- for drawing up (updating) tasks for intermediate and final attestations of students;
- for drawing up (updating) the subject of control works;
- to compile (update) the topics of term papers and theses;
- to prepare a speech at the methodological seminar of the department, institute;
- to prepare for the publication of articles and abstracts (specify the topic);
- to prepare for the publication of educational and methodical literature (textbook, training manual, guidelines).

3. Availability of a document confirming the completion of advanced training (document

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name, number).

The report should be accompanied by: *A copy of the certificate*

The report was submitted by:

(position)

(signature)

(FULL NAME)

" ____ " _____ 20 ____ city of

The report was accepted by:

<i>Position</i>	<i>Surname, initials</i>	<i>Signature</i>	<i>date</i>
<i>Head of Department</i>			
<i>Vice-Rector for HR and MS</i>			

Registration sheet for changes, additions, and revisions to the document

[illegible]