APPROVING:
Rector of the EETI named after academician K.Satpayev
_____ D.M.Sivaraksha
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QUALITY MANAGEMENT SYSTEM

REGULATION

REGULATIONS ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS USING DISTANCE LEARNING TECHNOLOGIES

Ekibastuz

The preface

1 DEVELOPED by the Center for Automation and Information Technology

2 INTRODUCED by the Center for Automation and Information Technology

3 DEVELOPER:
E.N.Melnik – Head of the Center for Automation and Information Technology

4 APPROVED AND PUT INTO EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute dated May 28, 2025, No. 10

5 EXPERTS:
1) D.K.Imangazinova – Vice-rector for educational and methodological work;
2) K.B.Asylova – Dean of the Faculty of Engineering and Economics;
3) L.V.Kulbidyuk – Head of the «Training unit» department.

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Regulations on the organization of the educational process using distance learning technologies»	

Content

1 Scope of application

1.1. This Regulation on the organization of the educational process on distance educational technologies (hereinafter referred to as the Regulation) defines the procedure for organizing the educational process on distance educational technologies at the Institution «Ekibastuz engineering and technical institute named after Academician K. Satpayev» (hereinafter referred to as - EETI).

2 Regulatory references

This regulation has been developed taking into account the requirements of the following regulatory documents:

−	The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education»;
−	Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022 No.604 «On approval of State mandatory standards of education at all levels of education»;
−	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 relevant types»;
−	Rules for organizing the educational process on credit technology of education – Order No.152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011;
−	Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 7, 2023 No.397. On Amendments to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 «On Approval of Requirements for educational organizations to provide distance learning and rules for organizing the educational process in distance learning and online learning on educational programs of higher and (or) postgraduate education» (Hereinafter referred to as the Rules);
−	Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 "On approval of the Standard Rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education"
−	The Charter of the Ekibastuz engineering and technical institute named after academician K.Satpayev.

3 Terms used

−	asynchronous learning format – distance learning or online learning, involving the interaction of participants in the educational process, including through information systems and other means of communication, not tied to a specific place and time;

– distance learning – learning carried out with the interaction of a teacher and students at a distance, including using information and communication technologies and telecommunication means;

– an information system – an organizationally ordered set of information and communication technologies and technical documentation that implement certain technological actions through information interaction and are designed to solve specific functional tasks;

– information and communication technologies – a set of methods of working with electronic information resources and methods of information interaction carried out using a hardware and software complex and a telecommunications network;

– a massive open online course (hereinafter referred to as MOOC) – a training course with massive interactive participation, using e-learning technologies and open access via the Internet;

– educational portal – an information system designed to provide participants in the educational process with access to information resources and educational services through an information and telecommunications network;

– an online course – a training program that allows you to gain knowledge, skills and competencies over the Internet in real time, including using previously recorded video lectures in organizations of higher and (or) postgraduate education (hereinafter referred to as OHPE), approved by OHPE;

– online learning – a form of education in specific areas of personnel training in which a student receives higher and (or) postgraduate education through information and communication technologies and the Internet for interaction between the teacher and the student, regardless of spatial and temporal distance;

– online proctoring – a system for verifying identity and confirming the results of online exams, which provides recording, recognition and identification of personality, analysis of head and body movements, detection of noise levels, recognition of a multi-interface, a request to record a room in 360-degree mode, logging suspicious events;

– synchronous learning format – distance learning or online learning involving direct communication (streaming) of participants in the educational process in real time, using the capabilities of information systems (hereinafter referred to as IS) and other means of communication, in which students receive information, work with it independently or in groups, discuss it with other participants, and teachers from any place in a single time period for everyone;

– the learning management system (LMS) – a platform for the administration of training courses, which includes a set of educational materials and tools that provide distance learning and online learning for the interaction of participants in the educational process;

– the digital footprint of a student is a set of verified data on the results of educational activities recorded on the LMS (learning management system) and (or) other platforms or information system;

– digital educational resources (hereinafter referred to as digital educational resources) are didactic materials on the studied disciplines and (or) modules that provide interactive learning: photographs, video clips, static and dynamic models, virtual reality and interactive modeling objects, sound recordings and other digital educational materials.

4 The procedure for organizing the learning process in distance learning

OHPE provides distance learning:

4.1 Participants of international, national training camps, sports competitions, intellectual and creative contests and festivals for the period of participation;

4.2 Distance learning is carried out through the interaction of participants in the educational process at a distance, regardless of their location, including through the use of information and communication technologies and telecommunication facilities.

4.3 The final certification with the use of distance learning is provided with the provision of a proctoring system.

4.4 Distance learning of a student who has an opinion of the medical advisory commission on the state of health is carried out according to the conclusion of the medical advisory commission in accordance with the form approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. MH RK -175/2020 «On approval of forms of accounting documentation in the field of healthcare, as well as instructions for completing them» (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579). The period and duration of distance learning are determined based on the medical evidence of the conclusion of the medical advisory commission.

4.5 Training sessions for persons specified in sub-clauses 2.2, 2.4, paragraph 2, are organized through asynchronous and/or synchronous training format.

4.6 The list of disciplines and (or) modules allowed for distance learning, regardless of the form of study, is determined by the relevant department in conjunction with the department «Academic unit» and approved by the rector's order.

4.7 Monitoring of students' compliance with the discipline and (or) module in the process of mastering the educational program, the level of participation in the educational process, and attendance is carried out through the formation of its digital footprint.

4.8 Upon the complete transition to distance learning of the students specified in paragraph 2 of these Rules, the OHPE provides students with access to the information system and electronic lesson schedule, electronic journal, electronic resources.

4.9 OHPE provides the students specified in subitems 1), 2) of paragraph 3 of the Regulation with an individual curriculum in accordance with the Rules for

organizing the educational process on credit technology of education in organizations of higher and (or) postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (registered in The Register of State Registration of Regulatory Legal Acts under No. 6976) (hereinafter – Rules for the organization of the educational process on credit technology of education), and an individual schedule for the development of the educational program.

4.10 OHPE provides consulting support to students and strict monitoring of students' compliance with discipline in the process of mastering the educational program, attendance, logging, monitoring the progress of studying materials and timely completion of assignments, assessment through its digital footprint.

4.11 OHPE independently determines the structure and content of online distance learning courses.

4.12 Distance learning preserves the complexity of academic disciplines and types of academic work in accordance with the current educational program.

4.13 Persons who have expressed a desire to study using DLT, specified in subitems 2.2, 2.3 of paragraph 2, submit an application in any form to the rector of the Institute for permission to study using DLT, indicating the time frame on the basis of which an order is issued by the head of the educational organization.

4.14 An individual schedule for the development of an educational program is developed on the basis of the curriculum of the educational organization and is drawn up in the form of an IC and an academic calendar.

When implementing educational programs or their parts using the DLT Institute:

1) creates conditions for the functioning of the educational Internet portal of the information and educational environment, ensuring that students master educational programs or their parts in full, regardless of the location of the students;

2) determines the procedure for providing educational and methodological support for the educational process, including in the form of individual consultations provided remotely using information and telecommunication technologies;

3) determines the ratio of the volume of classes conducted through direct interaction between the teacher and the student, and classes using DLT;

4) provides students with access to the information system, which contains all educational, reference and methodological materials, the testing system, to electronic resources and sources;

5) makes managerial decisions when circumstances arise that do not depend on the actions of participants in the educational process.

6) In conditions of restrictive measures, including quarantine, emergencies of a social, natural and man-made nature, professional practice, research and experimental work, laboratory and studio classes, which cannot be carried out in an online format, are postponed to subsequent academic periods when switching to distance learning.

7) When teaching people with special educational needs distance learning technologies, information is received and transmitted in forms accessible to them.

For the organization of the educational process at the DLT, the Institute ensures the availability of:

– availability of information technology infrastructure for uninterrupted organization of distance learning - stable network connection, server equipment, data storage systems, functioning of cybersecurity systems, communication channels providing Internet connection, authentication systems for student identification, loan detection systems, online proctoring;

– functioning of the education management information system, including the learning management platform, which includes a website, an educational portal, an automated system for providing credit technology for education, and a set of digital educational resources;

– ensuring information security of systems and data protection based on the developed Security Policy of the educational organization in accordance with the international standard ISO/IEC 27001, ISO/IEC 27002;

For the implementation of the educational process at the DLT Institute:

1) creates conditions for the training of teachers, tutors and services for the implementation of distance learning technologies, the development and updating of learning centers and digital content;

2) provides interaction between participants of the educational process on DOT (forum, chat, video and audio conferences);

3) provides students and trainees with access to digital services: an electronic schedule of classes and exams and all types of monitoring of students' academic achievements, a self-assessment system; an electronic library; electronic document management, online registration for a place in a dormitory;

4) monitors the digital footprint of students' learning (online class attendance, task completion, feedback).

5) the preparation of DER is carried out by their developers in accordance with the educational program. The structure and content of the DER is determined by educational organizations independently.

6) DLT are implemented with online, offline, and self-study classes for students.

7) online training sessions provide for the process of educational interaction in real time using digital technologies (webinars, videoconference, through messaging over the Internet). It is allowed to use previously recorded video lectures.

8) Current academic performance monitoring and intermediate certification of students is carried out on the basis of internal regulatory documents of the Institute, developed in accordance with the Standard Rules of Educational Organizations of the relevant types, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 (registered in the Register of State Registration of Regulatory Legal Acts under No. 17657).

9) The amount of classes conducted using the DLT assumes a load and a time limit) Teaching staff, in accordance with paragraphs 27-28 of Chapter 2 of Order 595 «On approval of Standard Rules for the activities of educational organizations of appropriate types» at the rate of 1 academic hour per week for each taught discipline.

10) For the training of personnel in the field of construction, when studying disciplines using DLT, no more than 20% of the total academic credits for the entire period of study are provided.

11) No more than 50% of the total academic credits for the entire period of study are provided for the training of personnel in the remaining training boards when studying disciplines using DLT and are reflected in the class schedule.

12) For the preparation of students for academic mobility programs, it is allowed to transfer no more than twenty percent of the total academic credits for the entire period of study to a distance learning format.

13) For the preparation of students in double-degree and exchange programs, students may be transferred to a distance learning format of no more than fifty percent of the total academic credits for the entire period of study.

14) In emergency situations of a social, natural and man-made nature, including the prevention and treatment of diseases of the population, sanitary and anti-epidemic and sanitary-preventive measures, students are allowed to study a larger amount of academic credits using distance learning under academic mobility programs and during the implementation of double-degree and (or) joint programs.

15) Students master certain disciplines of the educational program in coordination with the OHPE through non-formal education, including through MOOCs, the results of which are recognized in accordance with the procedure established by the OHPE independently, totaling no more than twenty percent of the total academic credits for the entire period of study.

16) When studying disciplines using distance learning, training sessions are conducted through a synchronous learning format, with the exception of disciplines whose development is envisaged using MOOCs.

5 The Online education system for distance learning

5.1 The main learning tool used in the EITI distance learning system is the система «Online Education System», which provides tools for developing distance learning courses. A link for all participants in the educational process is posted on the main page of the Institute's corporate website and at http://e.eiti.кз .

5.2 Technical specifications: 2000 GB of space, webinar for up to 1000 people (100 Mbps guaranteed channel width), hosted in the datacenter, backups, chats, file sharing, assignments, testing, exams with proctoring function, mailing lists, credit book, 100% mobile platform support.

6 Control of students' knowledge

6.1 The current monitoring of students' academic performance and intermediate certification are carried out in accordance with the work curriculum, academic calendar and curricula.

6.2 The ongoing monitoring of academic performance and interim assessment is carried out by:

1) direct communication between the student and the teacher on-line using telecommunication means;

2) automated testing complexes;

3) verification of written individual assignments (with case technology).

6.3 The format of passing and/or retaking the intermediate assessment is determined by the student independently.

6.4 When conducting intermediate attestation in a remote format: written and test exams are conducted online using an online proctoring program.

6.5 The results of the current academic performance monitoring and interim assessment of students are recorded in an information system protected from unauthorized access and fraud through the use of electronic access restriction methods and independent assessment.

6.6 The student is admitted to the intermediate certification in the discipline after completing and passing all the control tasks established by the working curriculum.

6.7 Students' academic achievements in all types of training sessions are evaluated according to a letter-based point-rating system for assessing knowledge.

6.8 Control over compliance with the rules of certification using DLT is carried out by an authorized employee of the Center for «Automation and information technology».

7 Final provisions

7.1 These Regulations are approved by the Rector's order based on the decision of the Academic Council.

7.2 These Regulations come into force from the moment of approval and are valid until they are replaced by a new one.

7.3 If necessary, changes and additions may be made to these Regulations.

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The list of registration of changes, additions and revisions of the document

Change №	Date of amendment, addition and revision	Page numbers	The document on the basis of which the changes were made and the revision was carried out	Summary of the change	Signature of the person who made the change
1	2	3	4	5	6