



Ministry of Education and Science of the Republic of Kazakhstan
Joint Stock Company "Almaty Technological University"



Rector

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2020 y.

**REGULATIONS OF THE VIRTUAL LIBRARY
OF DIGITAL EDUCATIONAL RESOURCES
"PORTAL OF DIGITAL EDUCATIONAL RESOURCES"**

1. General regulations

1.1. The cloud-based virtual library of digital educational resources was created within the framework of the project "Modernization of higher education in Central Asia through new technologies (HiEdTec)" and with the support of the "Erasmus +" program.

1.2. This provision defines the purpose, goals, objectives and organizational basis of the virtual library of digital educational resources "Portal of digital educational resources" (hereinafter the Portal).

1.3. The Regulation regulates the procedure for filling the Portal with links to electronic information and educational resources and determines the rules for its administration.

1.4. The portal will continue to function after the completion of the HiEdTec project.

2. Goals and objectives of the Portal

2.1. The goal of the Portal is to ensure the functioning of the academic network of partner universities, created under the HiEdTec project, through the support of a single point of access to digital educational resources, including electronic online courses, as well as the dissemination of best practices.

2.2. The main tasks of the Portal are the accumulation, storage and systematization of metadata of digital educational resources of partner universities used in the educational process, as well as providing access to them for participants in the educational process via the Internet.

3. Technical support of the Portal

3.1. The development of the Portal software and its subsequent technical support, as well as support of the Portal's software and hardware platform, is provided by the Center of Innovative Educational Technologies of ATU.

3.2. The provision of user access to the resources of the Portal through the corporate network and / or the Internet is provided by the Department of Information Technologies of the ATU.

4. Categories of users and the procedure for accessing to the resources of the Portal

4.1. Portal users are divided into groups, according to the list of functions available to them: teachers; students; users who improve their skills; system administrators and administrators.

4.2. Access to the content of the resource and to the resources of the virtual library is generally authorized, according to the decision of the author, the resource can be placed in the public domain. Teachers and staff get the opportunity to fill out an application for the resource when they log in.

4.3. For an unauthorized user who is automatically granted reader rights, access to the resource directories and resources that are in the public domain is free.



4.4. To gain access to additional functions (for example, the ability to register their resources on the Portal), the Portal user must use the "Feedback" service with a request to provide authorized access to submit an application for a resource. After receiving a login and password, the user will have the opportunity to go through the authorization procedure on the Portal and he will be given a set of rights to register a resource (create, edit an application).

4.5. Administrators are granted the rights to view the request for a resource, followed by placing a link to the requested resource or rejecting the request (with an indication of the reason).

4.6. Users of the group of system administrators are granted the rights to create new authorized users by filling in personal profile information and granting them the necessary rights by including them in the corresponding user groups.

5. The procedure for filling the Portal of digital educational resources

5.1. Placing applications for resources on the Portal is allowed only for authorized users of the Portal.

5.2. If it is impossible, for any reason, to independently place an application for a resource on the Portal by its actual author, this procedure can be performed by specialists of the Center for Digital Educational Resources of ATU.

5.3. Placement of a link to a resource on the Portal is carried out in the following sequence:

- the author adds an application with a description of the electronic resource.
- the administrator checks the application with the subsequent placement of a link to the resource or rejection of the application (indicating of the reason).

5.4. First of all, the Portal contains links to web-based courses created within the framework of the project "Modernization of Higher Education in Central Asia through New Technologies (HiEdTec)".

5.5. The coordination of activities by filling the Portal is carried out by the Educational and Methodical Department of ATU.

6. Information content of the auxiliary information sections of the Portal

6.1. The content of the information sections of the Portal that have an auxiliary purpose that is not related to its main functional load (documentation, instructions, news and announcements, etc.) is provided by the specialists of the Center for Digital Educational Resources of the ATU.

6.2. When posting news on the Portal, the department:

- agrees with the authorized persons the text of the news for the presence of information that is not subject to open publication, containing official information of limited distribution, as well as constituting state and other secrets protected by the legislation of the Republic of Kazakhstan;
- transfers the text of the news for editorial processing to the public relations department, coordinates the edits made to the text of the news with the author;
- the received text of the news is independently posts on the Portal or transmitted in the appropriate format to the press service of the university for publication.

7. Registration of Portal users

7.1. Teachers, staff and students of ATU, getting access to the information and software complex of the university, have access to electronic educational resources using the same username and password.

7.2. External users can access to the authorized resources after contacting with the Portal administrators via a request, using the Portal service "Feedback".

7.3. By the user's request, administrators can make changes to the set of user rights.

8. Copyright protection



8.1. The placement of links to digital educational resources is carried out using software and technology tools (including means of checking resources for the presence of borrowings in them), for the use of which the university or the authors have legal rights.

8.2. The placement of links to resources must be carried out in accordance with the current legislation, including compliance with copyright.

9. Financing

9.1. Funding of the Portal is carried out at the expense of budgetary and non-budgetary funds of ATU, partner universities, sponsors' funds, as well as at the expense of national and foreign funds / programs / projects.

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