
	JSC " Almaty Technological University"	
	QUALITY MANAGEMENT SYSTEM	
	The regulation of the structural unit	
	Regulations on the center for innovative educational technologies	MC ISO 9000:2015, MC ISO 9001:2015
	ATY-OYII-ПСП-5.3-2019-53	Date of introduction: September 26, 2019



**APPROVED**  
 Rector of ATU  
 T.K. Kulazhanov  
 September 26, 2019

**The regulation of the structural unit**  
**QUALITY MANAGEMENT SYSTEM**  
**Regulations on the center for innovative educational technologies**  
**ATY-OYII-ПСП-5.3-2019-53**

**AGREED**  
**First vice-rector**  
  
 B.K. Nurakhmetov  
 September 16, 2019

Almaty, 2019

## FOREWORD

These Regulations have been developed by the ATU Center of Innovative Educational Technologies.

These Regulations are approved by the personal signature of Rector at the title page and shall be enforced from the date of signing.

This Regulation is mandatory for CIET employees.

These Regulations are developed in accordance with the АТУ-УКиА-ДП-7.5-2017-02.

Periodic verification of these Regulations is carried out by the Director of CIET, not exceeding 3 years, in accordance with the АТУ-УКиА-ДП-7.5-2017-02.

Changes to this Regulation are developed based on the results of its application or upon a change in the requirements specified in paragraph 4 of this regulation.

This Regulation is introduced for the first time.

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## **1 NAME OF DOCUMENT**

1.1 «Regulation on the center of innovative educational technologies» ATY-OYII-III-5.3-2019-53.

## **2 DEVELOPER**

2.1 Center for innovative educational technologies.

## **3 PURPOSE OF DEVELOPING A DOCUMENT**

3.1 Setting common requirements for the activities of CIET, which maintains and improves an effective quality management system in ATU.

3.2 CIET is created in response to the initiative of the European Commission on "Opening education for all through new technologies" and in accordance with the project "Modernization of higher education in Central Asia through new technologies" (HiEdTec).

## **4 NORMATIVE REFERENCES**

4.1 Decree of the Government of the Republic of Kazakhstan dated December 12, 2017 No. 827 On approval of the State program "Digital Kazakhstan" (with changes of April 19, 2019);

4.2 DP "Documented information" ATY-YKHA-III-7.5-2017-02;

4.3 Law of the Republic of Kazakhstan dated July 27, 2007 № 319-III «On Education" (with amendments as of 19. 04 .201 9 g);

4.4 MS ISO 9000: 2015 "Quality Management System. Fundamentals and Dictionary";

4.5 MS ISO 9001: 2015 "Quality Management System. Requirements";

4.6 Regulatory documents of ATU;

4.7 Charter of Almaty Technological University;

4.8 Rules of the internal labor schedule ATY-OYII-III-7.1.2-2018-01-02.

## **5 TERMS AND DEFINITIONS**

<b>Term</b>	<b>Definition</b>
<b>Documented information</b>	Information that the organization must manage and maintain, and the medium on which it is contained.
<b>Distance education</b>	This system, which implements the process of distance learning to achieve and confirm the trainees a certain educational qualification, which becomes the basis of his further creative and (or) labor activity.
<b>Innovative technologies</b>	A set of methods and tools that support the stages of implementation of innovations.
<b>Information resources</b>	Formalized ideas and knowledge, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information.

<b>Information technologies Distance education learning</b>	The technology of creation, transfer and storage of educational materials on electronic media, information and telecommunication technologies for organizing and supporting the educational process.
<b>Massive open online course</b>	A training course with mass interactive participation using e-learning technologies and open access via the Internet is one of the forms of distance education.
<b>Regulation about structural unit</b>	The regulatory document of the organization, establishing the place, purpose and tasks of the unit, its functions, internal structure, rights and responsibilities, as well as interaction with other structural units.
<b>Quality Management System</b>	W Part management system aimed at quality.
<b>Structural subdivision</b>	Organizationally-allocated part of the legal entity and the employees related to it, performing the range of labor duties established for them, responsible for the performance of the functions assigned to them.
<b>Technology Distance education learning</b>	Information technology used in distance learning, such as case study, network, TV technology, etc.
<b>Digital Educational Resources</b>	The digital form of photos, video clips and video tutorials, static and dynamic models, virtual reality and interactive modeling objects, graphic and cartographic materials, sound recordings, audio books, various symbolic objects and business graphics, text papers and other educational materials needed to organize the educational process.
<b>E-learning resources</b>	With the help of software, information, technical and organizational support of the educational process.

## **6 ABBREVIATIONS AND CONVENTIONS USED**

<b>Abbreviation</b>	<b>Full name</b>
<b>ATU</b>	Joint Stock Company "Almaty Technological University"
<b>ATY-УҚНА-ДІІ-7.5-2017-02</b>	The documented procedure " Documented Information"
<b>SCES</b>	State Compulsory Education Standard
<b>DL</b>	Distance learning
<b>JD</b>	Job description
<b>ICT</b>	Information and communication technology
<b>MES RK</b>	Ministry of Education and Science of the Republic of Kazakhstan
<b>MOOC</b>	Massive Open Online Courses
<b>this regulation</b>	"Regulation on the center of innovative educational technologies" ATY-OYII-ΠCΠ- 5 .3-2019-53



<b>OR</b>	Office of registrar
<b>HRD</b>	Human resources department
<b>DEL</b>	Department of Electronic learning
<b>DDDER</b>	Department of development of digital educational resources
<b>PSU</b>	The regulation of the structural unit
<b>RK</b>	The Republic of Kazakhstan
<b>SS</b>	Structural subdivision
<b>LAS</b>	Learning Administration Service
<b>EMW</b>	Educational and methodical work
<b>DEMW</b>	Department of Educational and methodical work
<b>DQA</b>	Department of Quality and Accreditation
<b>CIET</b>	Center for Innovative Educational Technologies
<b>DER</b>	Digital educational resource
<b>LD</b>	Legal department

## **7 GENERAL INFORMATION**

7.1 CIET is an SS ATU.

7.2 This provision establishes the goals, objectives, functions, powers, responsibilities, content and organization of the activities of the CIET and its interaction with other SS of ATU.

7.3 CIET ATU conducts its activities in accordance with the Law on Education, SCES, Decree of the Government of the Republic of Kazakhstan, legal and regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan, orders of the rector of ATU and these Regulations.

7.4 The composition of the CIET includes: DEL, DDDER.

7.5 CIET is headed by a director who reports directly to the vice-rector by EMW of ATU.

7.6 DEL, DDDER is headed by head who directly report to the CIET director in their activities.

7.7 CIET employees perform their functions according to JD and on the basis of an employment contract.

7.8 The structure and staff of CIET, their changes are approved by order of the rector of ATU taking into account the areas of activity and scope of work.

7.9. The employment and dismissal of CIET employees is carried out by the Rector of ATU on the recommendation of the CIET Director in accordance with labor law.

## **8 PURPOSE AND MAIN OBJECTIVES OF CIET**

### **8.1 The main purposes of CIET are:**

8.1.1 adaptation of the educational system to the digital generation through the active and effective use of ICT-based innovative educational technologies

8.1.2 the provision of highly qualified educational services for additional educational programs, the dissemination of innovative pedagogical experience based on the use of modern pedagogical and ICT in the educational process;

8.1.3 ensuring the position of ATU in the national, European and world educational space.

### **8.2 The main tasks of CIET are:**



- 8.2.1 implementation of innovative educational technologies in ATU;
- 8.2.2 creation and periodic updating of the database, the CIET directory;
- 8.2.3 maintenance of the platform of innovative educational technologies;
- 8.2.4 authorization of access to digital educational resources, mass open online courses;
- 8.2.5 the provision of information and methodological support;
- 8.2.6 organization of courses and seminars to support the innovation orientation of the professional and personal development of teaching staff, undergraduates and students of ATU;
- 8.2.7 systematization of innovative pedagogical experience, development of new approaches to the implementation of the tasks of pedagogical theory and practice, taking into account trends in the development of the educational space;
- 8.2.8 translation of innovative experience into the practice of the region: organization of courses, seminars, trainings, round tables, etc. according to the needs of subjects of the market of educational services.
- 8.2.9 to promote the equipment of lecture halls, and subsequently, laboratories, interactive presentation systems and laptops;
- 8.2.10 to present innovative educational technologies used in ATU to expert groups, official guests at the national and international levels, etc.
- 8.2.11 conducts research revealing the true benefits of the introduction of innovative educational technologies;
- 8.2.12 to participate in the organization and conduct of international, national seminars and conferences on the digital transformation of education;

**8.3 The main purposes of DEL are:**

- 8.3.1 organizational and scientific and methodological support for the development and improvement of MOOC;
- 8.3.2 user support when working with MOOC, organization of ATU personnel training on MOOC issues, if necessary;
- 8.3.3 popularization of activities in social networks.

**8.4 The main tasks of DEL are:**

- 8.4.1 the study of foreign best practices of online learning organizations, the development of relevant proposals;
- 8.4.2 the development of technologies and tools for evaluating the results of online learning, including technologies to increase the objectivity of assessment and personal identification;
- 8.4.3 development of technologies and tools for evaluating the quality of content of online courses, characteristics of students of online courses, lowering the dropout rate of students of online courses;
- 8.4.4 organization of DEL interaction with national sites and international services for hosting MOOC, including the creation of various formats of electronic ATU courses and their placement on educational services, platforms and platforms, including international ones;
- 8.4.5 organization of development and promotion of educational content, coordination of the regulatory framework accompanying the introduction of online learning;
- 8.4.6 development and maintenance of educational services, design and maintenance of



software solutions to ensure the efficiency of online projects;

8.4.7 organization of the creation by ATU teachers of open online courses, electronic courses in the MOOC format in order to expand the scientific and educational activities of ATU;

8.4.8 methodological and technical support of the work of ATU teachers to create educational content in the MOOC format, competitive in the international educational services market;

8.4.9 updating and improving the material base and software for the creation and maintenance of e-learning, including equipment for creating video materials;

8.4.10 teacher training and continuing education in the field of e-learning and digital learning.

### **8.5 The main purposes of DDDER are:**

8.5.1 improving the effectiveness of DER in the field of planning and organization of the educational process;

8.5.2 research and development of new educational technologies aimed at building learning support systems and personalized educational spaces.

### **8.6 The main objectives of DDDER:**

8.6.1 the study of international best practices of organizations in the application and implementation of DER, the development of relevant proposals;

8.6.2 methodological and technical support for the work of ATU teachers to create a DER competitive in the international educational services market;

8.6.3 the use of DER in the implementation of educational programs;

8.6.4 development of DER for implementation in MOOC in the current areas of the Digital Kazakhstan Program;

8.6.5 organization of conducting courses (seminars) for faculty members on the development of DER, electronic textbooks, online courses;

8.6.6 development and dissemination of the Guidelines on the use of innovative educational technologies among teaching staff;

8.6.7 development and content of a catalog of innovative educational technologies and didactic models of digital learning;

8.6.8 improving the virtual learning environment of ATU - an electronic and digital learning platform;

8.6.9 organization of the creation of virtual laboratories for engineering courses;

8.6.10 organization of the creation of interactive multimedia educational materials;

8.6.11 digital design and modeling of technological processes, objects;

8.6.12 improvement of methodological and technical qualities of DER;

8.6.13 authorization of access to DER.

## **9 CIET FUNCTIONS**

### **9.1 The main activities of CIET are:**

9.1.1 preparation of work plans: development, implementation and improvement of MOOC, DER; CIET annual work plan;

9.1.2 maintaining documented CIET information in accordance with the approved



nomenclature of cases and the requirements of the QMS of ATU;

9.1.3 communication with the Ministry of Education and Science of the Republic of Kazakhstan and similar joint ventures of other universities on issues of cooperation and the use of experience in the development of digital, e-learning and online education.

9.1.4 educational activities related to innovative educational technologies;

9.1.5 creation and replenishment of informational, educational, digital resources;

9.1.6 information technology support for storage, processing and information transfer;

9.1.7 advanced training of CIET, teaching staff in the field of digital innovative educational technologies;

9.1.8, in agreement with the management of ATU, participation in various Republican and international forums, educational exhibitions, fairs on DER, MOOC and the exchange of experience and information with domestic and foreign universities.

## **9.2 DDDER Functions**

9.2.1 maintaining the planning and reporting documented information on the implementation of DDDER activities;

9.2.2 information and methodological support for teachers;

9.2.3 development and implementation of DER;

9.2.4 teaching staff to create and use DER;

9.2.5 creation and periodic updating of the database, DER directory;

9.2.6 analysis of learning outcomes by DER;

9.2.7 exercising control over the implementation of the decisions of the Academic Council, the administration for the creation and use of DER in the educational process;

9.2.8 coordinating the activities of SS ATU in developing staff in the field of DER;

9.2.8 making suggestions for improving DER;

9.2.9 advanced training of DDDER personnel.

## **9.3 DEL Functions**

9.3.1 providing SS ATU with documented information developed and approved in the established manner on the use of MOOC in the educational process;

9.3.2 monitoring and analysis of the application of MOOC in the field of education;

9.3.3 maintaining the planning and reporting documented information on the implementation of DEL activities;

9.3.4 control over the implementation of the decisions of the Academic Council, the administration for the creation and use of MOOC in the educational process;

9.3.5 coordination of SS ATU staff development activities in the field of MOOC;

9.3.6 organization of the creation and placement of teaching staff of online courses departments on the ATU educational platform;

9.3.6 the preparation and dissemination of information-methodological and information-analytical materials in the field of online learning.

## **10 AUTHORITY CIET**

10.1 CIET employees have the right to:

10.1.1 control all types of CIET activities, organization, development and implementation of DER, MOOC conducted with the participation of teachers;

10.1.2 hold meetings with teachers and staff of the joint venture on all issues related to the work of CIET;

10.1.3 require all teachers and CIET employees to comply with the requirements of the ATU Charter and the Internal Labor Rules;

10.1.4 provide proposals to the rector and vice-rectors on the promotion and enforcement of penalties for teachers and CIET staff.

## **11 RELATIONSHIPS AND COMMUNICATIONS**

11.1 CIET has a relationship with:

11.2 Vice-rector by EMW: receives tasks and documented information for execution;

11.3 SS by the development, implementation and support of projects related to issues of MOOC, DER of ATU;

11.4 SMEQ for the development, organization and implementation of the QMS of ATU;

11.5 CIET employees regularly interact in activities with DEL, DDDER, FDE, EMW, OR, HRD, DQA departments and other SS, based on production needs.

## **12 FINAL PART**

12.1 The activities of the CIOT, as a structural unit, are financed from ATU funds and are carried out both during and after the implementation of the HiEdTec project.



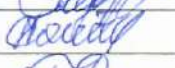



12.2 The activity of CIET may be terminated by its liquidation or reorganization by order of the ATU Rector.

12.3 The decision to amend, supplement and cancel this provision shall be accepted by the Rector of the ATU;



Ф.УКнА-7.5-2017-02-02 (MANDATORY)

**13 APPROVAL SHEET**

Position	Full name	Date	Signature
Vice-rector by EMW	L.K.Baibolova		
Head of LD	B.A.Yessembayeva		
Head of HRD	Zh.M.Medeubaeva		
Head of DQA	A.G.Satvaldinova		
Head of SMEQ	T.M.Demina		
Director of CIET	A.A.Kalabina		

Ф.УКнА-7.5-2017-02-03 (MANDATORY)

**14 REFERENCE SHEET**

Position	Full name	Date	Signature

**Ф.УКнА-7.5-2017-02-04 (MANDATORY)**

## 15 THE LIST OF REGISTRATION OF EDITION

[illegible]

**Ф.УКИА-7.5-2017-02-05 (MANDATORY)**

## 16 PERIODIC CHECK SHEET

Inspection date	Full name of performing the check person	Signature	The wording of the comments