

Ministry of Education and Science
of the Republic of Kazakhstan
Innovative University of Eurasia
(InEU)



Approved

Rector

_____ B.A. Zhetpisbayeva
« ____ » _____ 2019

**REGULATION
ON THE CENTER
OF INNOVATIVE EDUCATIONAL
TECHNOLOGIES**

DEVELOPED

Head of Informatisation
Department

_____ D.B.Abykenova
" ____ " _____ 2019

Head of the Department of
Information Technologies

_____ A.Zh. Asainova
" ____ " _____ 2019

AGREED

Head of the Office
of Affairs and Personnel

_____ G.T. Kamalova
" ____ " _____ 2019

Head of the Department of
Internal Quality Assurance
in Education

_____ S. A. Shunkeyeva
" ____ " _____ 2019

Lawyer

_____ G.M. Asylkhanova
" ____ " _____ 2019



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1 DEVELOPED

Head of the Department of Informatisation D.B. Abykenova

Head of the Department of Information Technologies A.Zh. Asainova

2 INTRODUCED

by the HR department.

3 APPROVED by the order of the rector

dated "___" _____ 20__ No. _____

4 COMMISSIONED WITH "___" _____ 20__

5 EXPERT TEAM

5.1 Head of the Department of Internal Quality Assurance in Education: S.A. Shunkeyeva

6 FREQUENCY OF REVISION Regulations of the instructions 1 time in 3 years



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1 AREA OF USE

1.1 This Regulation on the Center for Innovative Educational Technologies (hereinafter referred to as the Regulation) defines the basic requirements for organizing the work of the Center for Innovative Educational Technologies (hereinafter referred to as the Center), which is a structural subdivision of the Information Technology Department of the Innovative Eurasian University Limited Liability Partnership (hereinafter referred to as InEU).

1.2 The Center is being created in response to the initiative of the European Commission on “Opening Education for All through New Technologies” and in accordance with the project “Modernizing Higher Education in Central Asia through New Technologies (HiEdTec)”.

1.3 The requirements of these Regulations are obligatory for the employees of the Center.

1.4 These Regulations are part of the documentation that ensures the functioning of the InEU quality management system.

2 GENERAL PROVISIONS

2.1 The Center is a structural subdivision of InEU and reports directly to the head of the Department of Information Technologies.

2.2 The Center is created and reorganized by order of the rector on the proposal of the head of the Department of Information Technologies.

2.3 The structure and composition of the Center is formed by the order of the Rector of InEU on the proposal of the head of the Department of Information Technologies and is determined by the tasks to be solved and the functions performed.

2.4 The Center is headed by the Director of the Center, who is appointed and dismissed by the order of the rector on the proposal of the head of the Department of Information Technologies.

2.5 The Director of the Center organizes the current work, analyzes it, prepares a report, and he is given the right to sign documents emanating from the Center.

2.6 The nature of the interaction of the Director of the Center with other departments of InEU is determined by the goal and tasks assigned to the Center, specified in section 5 of these Regulations.

2.7 The functional responsibilities of the Director of the Center are determined by their job descriptions.

2.8 In its activities, the Center is guided by the following regulatory legal acts:

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III;
- The Law of the Republic of Kazakhstan "On Informatization" dated November 24, 2015 No. 418-V;
- Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (with amendments and additions as of July 21, 2018);
- State program "Digital Kazakhstan" dated December 12, 2017 No. 827;
- The concept of adaptation of the system of higher and postgraduate education to the digital generation was adopted by the Academic Councils of the L.N. Gumilyov (minutes No. 3 of 09/26/19), Almaty Technological University (minutes No. 10 of 05/31/19), Innovative Eurasian University (minutes No. 9 of 05/29/19), and also agreed with the Ministry of Education and Science of the REPUBLIC of KAZAKHSTAN on September 30, 2019
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for organizing the educational process in distance educational technologies" dated June 5, 2019 No. 259;
- Charter of Innovative Eurasian University LLP;
- The Code of Corporate Culture of the Scientific and Educational Consortium "Innovative Eurasian University";



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- Internal regulations of Innovative Eurasian University LLP;
- decisions of the Academic Council and other collegial management bodies;
- Mission, Policy and Goals of InEU;
- international and national standards in the field of quality management systems;
- standards of an educational institution, documented procedures, process maps, instructions and regulations on the types of activities of the university's quality management system;
- rules and regulations of safety and labor protection, fire safety, industrial sanitation and fire protection;
- these Regulations.

2.9 The Center plans its activities on the basis of approved plans and documentation for the project "Modernization of higher education in Central Asia through new technologies (HiEdTec)", a strategic plan, university development programs, decisions of the Academic Council, orders of the rector.

2.10 At the request of the leaders of the project "Modernization of higher education in Central Asia through new technologies (HiEdTec)", the Center provides the rector with a report on the work done.

2.11 In the Center, the working hours are determined by the Director of the Center and agreed with the head of the Department of Information Technologies.

2.12 The Center maintains documentation in the state, Russian and partly English languages in accordance with the nomenclature of cases and the procedure for office work established at the university.

2.13 The requirements of these Regulations are mandatory for the Director of the Center.

3 TERMS AND DEFINITIONS

Innovative technologies are sets of methods and tools that support the stages of implementation of an innovation.

Digital educational resources - digital form of photos, video clips and video tutorials, static and dynamic models, objects of virtual reality and interactive modeling, graphic and cartographic materials, sound recordings, audio books, various symbolic objects and business graphics, text papers and other educational materials necessary for the organization educational process.

Electronic educational resources - means of software, information, technical and organizational support of the educational process.

Distance education is a system in which the process of distance learning is implemented to achieve and confirm a certain educational qualification by the student, which becomes the basis for his further creative and (or) work activities.

Information resources - formalized ideas and knowledge, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information.

Information technologies for distance learning - technologies for creating, transferring and storing educational materials on electronic media, information and telecommunication technologies for organizing and supporting the educational process.

Massive open online course is a training course with massive interactive participation using e-learning technologies and open access via the Internet, one of the forms of distance education.

Distance learning technologies - information technologies used in distance learning, such as case study, network, TV technology, etc.

4 ABBREVIATIONS AND SYMBOLS

HEI - higher education institution

SCES - State Compulsory Education Standard

DL - Distance Learning



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InEU - Innovative University of Eurasia
ICT - Information and Communication Technologies
IOT - Innovative educational technologies
MES RK - Ministry of Education and Science of the Republic of Kazakhstan
MOOCs - Massive Open Online Courses
F - faculty
RK - Republic of Kazakhstan
CIT - Center for innovative educational technologies
DIR - Digital educational resource

5 PURPOSE, OBJECTIVES AND FUNCTIONS

5.1 The main goal of the Center is to promote:

- adaptation of the educational system to the digital generation through the active and effective use of ICT-based innovative educational technologies (IET);
- ensuring the position of the university in the national, European and global educational space.

5.2 The implementation of the Center's goal is based on the solution of the following tasks:

- assimilate innovative educational technologies, adapting them to the conditions of the university;
 - to train teachers, young scientists in the field of IOT;
 - popularize IET, including virtual educational models through individual lectures, courses, seminars, etc .;
 - promote the equipping of all lecture halls, and, subsequently, laboratories, with interactive presentation systems and laptops;
 - to present the IOT used at the university to expert groups, official guests at the national and international levels, etc .;
 - to promote the transfer of IET in primary and secondary schools in the city and in the region;
 - Continuously follow the news in the field of competitions for financing projects related to IOT, according to national and European programs and inform all faculties and branches in a timely manner; initiate the participation of the university in such competitions;
 - conduct research that reveals the real benefits of the introduction of IOT;
 - participate in the organization and conduct of national seminars and conferences on the digital transformation of education;
 - participate in the organization and conduct of national and international conferences in the field of digital transformation of education;
 - constantly update the content of your site;
 - popularize your activities on social networks;
 - ensure the development of an academic network for the exchange of experience and best practices in the field of IET and didactic models;
 - develop and support distance learning technologies at the university;
 - to fill the catalog of IET and didactic models with modern developments in the field of theory and methods of teaching disciplines using digital technologies.

5.3 To solve the listed tasks, the Center performs the following functions:

5.3.1 General functions:

- drawing up work plans for the Center;
- drawing up a plan for the development of digital educational centers, video lectures;
- maintaining the Center's documented information in accordance with the approved nomenclature of cases and university requirements;



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- liaising with the Ministry of Education and Science of the Republic of Kazakhstan and similar structural units of other universities on cooperation and use of experience in the development of digital, e-learning and online education;
- tracking modern trends in the development of informatization of education;
- advanced training of employees of CIT, teaching staff in the field of digital innovative educational technologies;
- creation and replenishment of the catalog of innovative educational technologies, digital educational resources;
- participation in various Republican and international forums, educational exhibitions, fairs and exchange of experience and information with domestic and foreign universities.
- development and publication of CORs, video lectures on the online platform of the academic network.

6 RIGHTS

The Director of the Center has the right:

- to request from the heads of structural divisions and individual employees of InEU information and documents necessary to solve the goals and objectives set for the Center;
- to submit to the Supervisory Board and the Rector for consideration proposals for improving and improving working methods, comments on the activities of the Center's employees, suggest options for eliminating existing shortcomings;
- give explanations, recommendations and instructions on issues within the competence of the Center;
- participate in the discussion of issues related to the activities of the Center;
- to exercise control over all types of activities of the CIOT, over the organization, development and implementation of the CER, MOOCs conducted with the participation of teachers;
- hold meetings with teachers and employees of structural divisions on all issues of the work of the Center;
- interact with representatives of universities that are part of the project group for the Erasmus + program "Modernization of higher education in Central Asia through new technologies";
- interact with employees of all structural divisions of InEU;
- submit proposals to the group on the implementation of project tasks;
- to perform their work, use equipment, means of operational communication (including means of communication with other cities), computers and copying equipment, sources of information, including the Internet in accordance with the procedure established in InEU;
- receive from InEU material and moral reward for success in work;
- use all the funds of the Scientific Library and InEU databases free of charge to fulfill their duties, as well as to obtain the necessary information to improve their professional level.

7 LIABILITY

The responsibility of the director of the Center is regulated by the norms of the labor legislation of the Republic of Kazakhstan, the labor contract concluded with the director.

7.1 The director of the Center bears responsibility for improper or untimely performance by the Center of the functions provided for by these Regulations.

7.2 The director of the Center is personally responsible for:

- organization of the Center's activities to fulfill the tasks and functions assigned to the Center;
- observance of labor and production discipline by the director of the Center;
- ensuring the safety of the property located in the Center, and compliance with fire safety rules;



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- selection, placement and activities for the development of the CRC in InEU.

7.3 The responsibility of the director of the Center is established by the job description.

7.4 For causing property damage to the employer, the director of the Center bears full financial responsibility for the equipment installed in the Center and three active classes.

8 RELATIONSHIP WITH OTHER UNITS. COMMUNICATIONS.

8.1 The Center interacts with the following structural divisions of InEU in the areas in accordance with which they carry out their activities:

- with the Center for Information Technologies for technical support of the functioning of information systems (distance learning system, automated library and information system, network testing complex, etc.), programs, maintenance of computer and office equipment;

- with departments for educational and methodological support for the development of digital educational resources;

- with the department for academic issues on educational and methodological work;

- with the Department of Economics and Finance on accounting, reporting and control issues;

- with the Office of Affairs and Personnel on the organization of labor activity.

8.2 The Center interacts with the enterprises of the region to provide educational services.

9 CHANGES

9.1 The grounds for making changes and additions to this Regulation are:

- newly introduced changes to the structure of InEU.

9.2 Amendments and additions to this Regulation, amendments to it are made in accordance with subsection 5.7 DP Document management of the quality management system and are registered in the Change registration sheet in accordance with Form F 08 SOU 05.01.03-2017.

9.3 The personnel department is responsible for making changes and additions to the original and registered working copies.

9.4 Sheets taken from the amended version of this Regulation are stored with a document authorizing the introduction of changes and additions.

9.5 When the name of the University or Center is changed, this provision must be changed.



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Form F 07 SOU 05.01.03-2017

REGULATION STATEMENT SHEET

Acquaintance record number	Position	Surname, name, patronymic (in full) of the person who is familiar with the Regulations	Date of acquaintance	Signature of the person familiar with the Regulations
1	2	3	4	5
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Form F 08 SOU 05.01.03-2017

CHANGE REGISTRATION SHEET

Change number	No. of section, subsection, clause to which the changes are attributed	Type of change (replace, cancel, add) Basis (No., date of order)	Basis (No., date of order)	Change made	
				Date of the change	Surname, position, signature
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