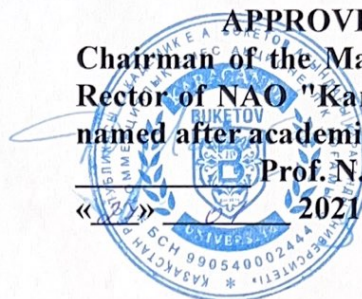APPROVED BY
Chairman of the Management Board -
Rector of NAO "Karaganda University
named after academician E.A.Buketov"
_____ **Prof. N.O. Dulatbekov**
« __ » _____ 2021

Regulations on Continuing Education at Buketov Karaganda University

1. General Provisions

1.1. These regulations on continuing education are developed and implemented in accordance with:

The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III.

Order of the Minister of Education and Science of the Republic of Kazakhstan No. 554 dated December 30, 2011 *"On Approval of the Rules for the Organization of Preparatory Departments in Higher Educational Institutions of the Republic of Kazakhstan"*.

Order of the Minister of Education and Science of the Republic of Kazakhstan No. 95 dated January 28, 2016 *"Rules for the Organization and Conduct of Professional Development Courses for Teachers and Post-Course Support for Teaching Activities"* (with amendments as of April 9, 2020).

Order of the Minister of Education and Science of the Republic of Kazakhstan No. 175 dated May 4, 2020 *"On Approval of the Rules for the Development, Coordination, and Approval of Educational Programs for Professional Development Courses for Teachers"*.

Law of the Republic of Kazakhstan "On Permits and Notifications" dated May 16, 2014, regulating educational activities in the field of pedagogical sciences according to the classification of retraining programs for individuals with higher and postgraduate education.

Order of the Minister of Education and Science of the Republic of Kazakhstan No. 569 dated October 13, 2018 *(with amendments as of January 25, 2019, No. 35)*, on the classification of retraining programs.

Law of the Republic of Kazakhstan "On the Status of a Teacher" dated December 27, 2019.

Order of the Minister of Education and Science of the Republic of Kazakhstan No. 110 dated March 17, 2020, *"Rules for Pedagogical Retraining."*

1.2. These regulations define the formats of learning within the Faculty of Continuing Education.

1.3. Continuing education programs are developed for internal and external participants, considering:

Labor market demands,

The need for professional development of university staff,

Government orders for workforce retraining,

Contracts with legal entities and individuals.

1.4. The goal of continuing education programs is to develop additional competencies that enhance the competitiveness of participants and support the principle of lifelong learning.

1.5. Information about continuing education programs is published on:

The university website,

The interactive MOOC platform.

1.6. An individual enrolled in a continuing education course is referred to as a trainee.

1.7. Enrollment in a continuing education program is based on the trainee's application.

1.8. After enrollment, a contract is signed between the university and the trainee.

1.9. The training duration is 36 or 72 hours.

1.10. Training is conducted in online and offline formats.

1.11. Continuing education is fee-based for all categories of trainees. The tuition fee is determined by the approved price list for paid services.

1.12. The content, topics, and module distribution are outlined in the course syllabi.

1.13. Completion of a continuing education program requires a final assessment.

1.14. Upon successful completion, trainees receive a certificate issued by Buketov University *(Appendix 1)*.

1.15. Trainees must:

Complete all required coursework,

Adhere to the Academic Integrity Policy.

2. Formats of Continuing Education

2.1. Continuing education at the university is offered in three formats:

- Massive Open Online Courses (MOOCs)
- Professional Development Courses
- Pedagogical Retraining Programs

2.2. MOOC Format

2.2.1. Training is conducted through the university's interactive platform, allowing trainees to complete continuing education programs remotely.

2.2.2. The platform includes:

- Educational and assessment materials,
- Modules for registration, virtual communication, knowledge evaluation, and information exchange,
- Automated certificate issuance.

2.2.3. MOOCs are developed by individual authors or teams from the university's faculty.

2.2.4. The development of MOOCs follows the university's methodological guidelines for online courses.

2.2.5. The platform provides detailed guidelines for:
- Instructors,
- Administrators,
- Trainees.

2.2.6. The university platform may also host MOOCs developed by external authors, subject to a formal contract agreement.

2.3. Professional Development Format

2.3.1. Professional development courses are conducted:
- Based on a request from an organization or individual,
- Following an official order from the university rector,
- Under a contract for professional development services (for external trainees).

2.3.2. Professional development can take the following forms:
- Training through university programs at the Faculty of Continuing Education.
- Training in external educational and research organizations with appropriate accreditation.
- Participation in off-site schools, thematic and specialized seminars related to the trainee's field.
- Participation in targeted and international academic exchanges.
- Internships at leading research institutions, educational organizations, and industry enterprises.

2.3.3. Objectives of Professional Development Programs:
- Training in practical methods and techniques for analyzing theoretical concepts.
- Developing skills in modern theoretical and scientific-technical methods for solving practical problems.

2.3.4. Professional development courses are conducted at:
- The university's specialized research and educational laboratories.
- The facilities of partner organizations.

2.3.5. Each professional development program is overseen by a qualified specialist from the university's faculty.

2.4. Pedagogical Retraining Format

2.4.1. Trainees in pedagogical retraining programs are individuals who:
- Hold a professional degree but lack a teaching qualification,
- Are beginning their career as educators in a specific subject area.

2.4.2. The goal of pedagogical retraining is to provide additional knowledge, skills, and competencies necessary for teaching practice.

2.4.3. The university offers pedagogical retraining in the following fields:
- Natural sciences: Chemistry, Biology, Physics, Computer Science, Mathematics.
- Humanities: History.
- General subject areas:

- o Basic Military and Physical Training,
- o Physical Education and Sports,
- o Visual Arts, Artistic Work, Graphics and Design,
- o Vocational Training.

2.4.4. The pedagogical retraining program includes 40 credits.

2.4.5. The content and volume of courses are determined by the Professional Standard for Educators.

2.4.6. Graduates of pedagogical retraining programs must demonstrate competencies in:

- Teaching,
- Educational planning,
- Methodology,
- Research,
- Social and communication skills.

2.4.7. Application Process:

- Applicants must submit the required documents to the university's admissions office.

2.4.8. Duration of Study:

- The pedagogical retraining program lasts 9 months.

2.4.9. Certification:

- Trainees who successfully complete the pedagogical retraining program receive a certificate of qualification allowing them to work as teachers *(Appendix 2)*.

3. Procedure for Developing and Approving Professional Development and Retraining Programs

3.1. Development of Course Programs

3.1.1. A course syllabus (hereinafter referred to as "Program") is developed by faculty members of the relevant department in accordance with the university's internal requirements*(Appendix 3)*.

3.1.2. The Program must:

- Be up-to-date and practice-oriented.
- Have a clearly defined goal and objectives.
- Focus on developing additional professional competencies.

3.2. Approval Process

3.2.1. The Program is subject to approval through the following steps:

1. Review by the Head of the Department responsible for the respective field of study.
2. Submission to the Dean of the Faculty of Continuing Education.
3. Final approval by the Vice-Rector for Strategic Development.

3.2.2. External experts may be invited as program developers if they:

- Possess specialized expertise in the field.
- Can propose relevant, innovative training programs.
- Have strong methodological skills.

- Have experience in academic or industry-based research and training.

4. Certification and Issuance of Documents

4.1.   Types   of   Certificates

Upon successful completion of a continuing education program, trainees receive:
- A Certificate of Completion for MOOCs and professional development courses.
- A Qualification Certificate for pedagogical retraining programs, granting the right to teach.

4.2.   Issuance   Procedure

4.2.1. Certificates are issued upon:
- Successful completion of all coursework.
- Passing the final assessment (if applicable).

4.2.2. Certificates include:
- Trainee's full name.
- Title of the completed course.
- Duration of study (in hours or credits).
- Official university seal and registration number.
- Signature of the university rector or an authorized representative.

4.3. Storage and Verification
- A register of issued certificates is maintained by the Faculty of Continuing Education.
- Verification of a certificate's authenticity is possible through an official request to the university.

5. Final Provisions

5.1. Regulatory Compliance
- These regulations comply with the laws and ministerial orders of the Republic of Kazakhstan.

5.2. Modifications and Updates
- Any changes to these regulations must be approved by the university's administration.
- Updates may be made based on changes in government policies or academic requirements.

5.3. Effective Date
- These regulations take effect upon approval by the Chairman of the Board – Rector.