APPROVED BY
Chairman of the Management Board -
Rector of NAO "Karaganda University
named after academician E.A.Buketov"
Prof. N.O. Dulatbekov
«____»_____2022

Methodological Requirements for the Compilation of a Working Syllabus
(In place of the Methodological Guidelines for the Compilation and Design of a Working Syllabus of a Discipline, approved on 25.12.2020)

1.   This document contains methodological and technical requirements for the compilation of a Working Syllabus (hereinafter referred to as the Syllabus).

2.   The Syllabus is intended to inform students about the content of a specific academic discipline included in the educational program and the system of requirements for its mastery in a certain period of time.

3.   The Syllabus contains structured information about the purpose of studying the discipline, the course policy, educational topics, assignments, expected learning outcomes, teaching and assessment methods, recommended sources, and the lecturer's contact information.

4.   The Syllabus is compiled taking into account the basic approaches to the development of methodological documents in higher education.

5.   The Syllabus is compiled by the subject teacher, discussed at a meeting of the servicing department, and approved by the Faculty Quality Assurance Commission.

6.   The Syllabus is revised as the educational program is updated, the working curriculum is changed, and at the initiative of the subject teacher or the head of the department.

7.   The Syllabus is published and provided to the student electronically.

8.   These requirements may be changed by decision of the Academic Council, at the initiative of the Faculty Quality Assurance Commissions, and the Department of Academic Affairs.

9.   These requirements are approved by the Chairman of the Board-Rector of the University after approval by the Academic Council.

Ministry of Education and Science of the Republic of Kazakhstan
Karaganda University named after Academician E.A. Buketov

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Faculty Name

_____

Term of study:

WORKING SYLLABUS
for the discipline

_____

Discipline Name

for the educational program

_____

Department Name

Number of credits:
Code Name
Course:

Approved at a meeting of the Department,
Protocol No. _ of "_
Approved at a meeting of the Faculty Quality Assurance Commission,
Protocol No. _ of "_

1. COURSE THEMATIC PLAN

Nu	Topic / Hours	IC	Lectur	Seminar/Practical	Laborator	SROP	SRRS

Requirements:
1.   The thematic plan contains a list of educational topics, the number of hours for types of занятия provided for by the working curriculum of the educational program.

2. INFORMATION ABOUT THE LECTURER(S)
Full name of the lecturer
Position indicating the department, academic degree (title)
Contact information
Department location
Requirements:
1.   This information should allow students to interact with the lecturer in внеаудиторное time.
2.   The "Contact Information" column should contain the lecturer's e-mail. At their discretion, the lecturer may indicate a contact WhatsApp, social media address for webinars, a link to the resource размещение their CV (resume).

3. COURSE POLICY
This training course is organized in accordance with the requirements of the Academic Policy of Karaganda University named after E.A. Buketov. It is strongly recommended to pay attention to the possible consequences in case of non-compliance with academic requirements and low attendance. In the course of studying this discipline, the lecturer and students must follow the University's adopted Rules of Academic Integrity. The academic policy of the university and the Rules of Academic Integrity are freely available on the website of Karaganda University named after E.A. Buketov www.buketov.edu.kz, as well as in the Student's Personal Account. All students/ магистрантам/ doctoral students are given equal opportunities to participate in the discussion of educational topics in занятиях. Everyone has the right to ask questions and receive answers on the educational topics заявленным in the Syllabus. Originality of thinking and a creative approach of students in выполнениизаданийпреподавалеляis welcomed. All students are required to comply with the academic culture of behavior, demonstrating mutual respect for each other. Students with special educational needs can exercise the right to an individual approach in обучение.

Requirements:
1.   This section of the syllabus should refer students to official information about the academic policy and rules of academic integrity. In this regard, it is proposed to use the above universal text.

2.   At their discretion, the lecturer may indicate special requirements for mastering the course, not противоречащие legislation in the field of education in general and the Charter of Karaganda University named after E.A. Buketov, in particular.

4. COURSE PREREQUISITES
Requirements:
1.   This section contains a list of disciplines that must be mastered before studying the proposed course.

5. COURSE POSTREQUISITES
Requirements:
1.   This section contains a list of disciplines that should be studied after successfully mastering the proposed course.

6. BRIEF DESCRIPTION OF THE COURSE
Requirements:
1.   This section should contain descriptive information about the purpose of studying the discipline, the main content, and its place in the program of professional training of a specialist. It is recommended to use a phrase like: The discipline is studied in order to form students' knowledge / theoretical understanding of / skills... Further description may contain phrases such as: The course is aimed at studying.... Thecourseexaminesquestions / problems....
2.   It is recommended to describe the course in 40-50 words.

7. LEARNING OUTCOMES AND METHODS FOR ASSESSING THEIR ACHIEVABILITY

№	Learning outcomes	Methods for achieving results

Requirements:
1.   This section contains a list of learning outcomes in the context of the proposed course. Learning outcomes should be formulated in accordance with the principles of Bloom's Taxonomy and begin with an active verb in the 3rd person singular (see Appendix 1).
2.   Each learning outcome should be accompanied by a method for assessing its achievability. The assessment method contains an indication of a completed action and contains the verbs "knows", "knows how", "owns". At the same time, the achievability of a single result can be expressed by one, two, or three verbs simultaneously: in some cases, to verify the achievability of the result, it is enough to indicate one category ("know" or "knows how", , or "owns"), in others two categories, in others all three categories. The combination of these

categories should be обусловлена by the nature of the learning outcome, its предметной, метапредметной, personal nature.

3.   The quantitative composition of learning outcomes should be обусловлено by the level of complexity of the course objective, its place in the program of professional training of a specialist. Itisrecommendedtodeclarefrom 3 learningoutcomes.

8. TEACHING METHODS
Requirements:

1.   This section contains a list of teaching methods that will be used by the lecturer in the learning process.

For reference: in the scientific literature, it is customary to highlight various teaching methods, for example:

• by source of information transmission: verbal method (lecture, discussion, work with a source of educational information), visual method (work with illustrations and diagrams, watching videos), practical method (completing cases and assignments, solving problems, conducting laboratory work, etc.);

• by the nature of students' cognitive activity: information-receptive method (when the lecturer transmits information to students); reproductive (the student performs actions according to a given sample); problem-based presentation method (the lecturer formulates the problem and shows logical steps for its solution); heuristic (the lecturer breaks the problem into separate tasks, and students solve them); research method (students look for ways to solve the problems posed); project method (students develop a specific project); inverted learning method (students master a theoretical topic independently, apply it in practice in the аудитории with the participation of the lecturer).

9. METHODS FOR ASSESSING LEARNING OUTCOMES:
Requirements:

1.   This section contains a list of methods that will be used by the lecturer to assess the academic progress of students.

For reference: in the scientific literature, it is customary to выделять various methods for assessing learning outcomes, for example: oral control method, written control method, programmed control method, test control method, portfolio method, and others.

10. LIST OF RECOMMENDED SOURCES FOR THE COURSE

№	Name of sources for the course
	Basic and scientific literature
	Additional educational and scientific literature
	Sources on electronic media
	Online sources

Requirements:

1.   This section is aimed at informing students about the availability of educational sources on the discipline: textbooks, teaching aids, recommendations, monographs, periodicals, electronic products, Internet resources.

2.   Sources should be classified in accordance with the proposed headings and have a sequential serial number, which should be used as a reference in subsequent sections of the syllabus.

3.   The list of main sources should include works of the last 10 years of publication; syllabuses for educational programs in the "Law" направление should contain a link to international and national databases of legal information.

4.   The list of additional sources may include official documents, periodicals, fundamental works of recognized scientists of different years.

11. AssessmentMethods

№	Topicofthelecture	Lectureplan

Requirements:

• This section lists methods for assessing students' academic progress, such as oral examinations, written assessments, programmed tests, portfolio evaluation, etc.

12. RecommendedResources

№	Lessontopic	Questionsandtasks	Methodologicalrecommendations, ifnecessary	Link to the list of recommended sources

Requirements:

1.   Sources should be classified into:

o   CoreAcademicandScientificLiterature

o   AdditionalAcademicandScientificLiterature

o   ElectronicSources

o   InternetResources

2.   The list of core sources should include works published within the last 10 years.

13. CourseEvaluationPolicy

№	Lessontopic	Laboratoryassignment	Methodologicalrecommendations, ifnecessary	Link to t list of recommen source:

- Students are assessed based on current and milestone assignments as well as a final exam.
  - A cumulative score out of 100 points is used for student ranking.
  - A minimum of 50 points is required to be admitted to the final exam.

14. Technical Requirements for Syllabus Design

№	Lessontopic	Assignment	Methodologicalrecommendations, ifnecessary

- PaperFormat:Portrait
- Font:TimesNewRoman
- FontSize: 11
- LineSpacing:Single
- ParagraphIndent: 0.8
- Margins: Top - 1.5; Bottom - 1.5; Right - 2.0; Left - 2.0
- Headings:Uppercase, Bold
- Title Page: Course title, educational program, department, and faculty names should be capitalized and not in quotes.

15. ASSIGNMENTS FOR STUDENT INDEPENDENT WORK (SIW)

Requirements:
This section includes assignments for independent study of topics. Assignments can be of a combined nature and cover the content of several topics.

Assignments may be accompanied by methodological recommendations for their completion.

15.1. TOPICS FOR WRITTEN WORK

Requirements:
This section is optional and is included if necessary, for example, if a written assignment is included in the list of graded tasks.

16. EVALUATION POLICY

Students are assessed based on the results of current and milestone control assignments, as well as the final exam. According to the evaluation results, a

student rating is formed using a 100-point scale. To be admitted to the exam, a student must score at least 50 points. The grading scale is presented in Appendix 8 to the "Academic Policy of Karaganda University named after E.A. Buketov."

ListofGradedAssignments

№	Typeoftask	Reportform	Duedate	Scores

Requirements:

The preamble of this section should contain the above text.

The number of assignments should correspond to the number of grades entered in the electronic journal. The final grade is calculated from the cumulative result of the student's classwork and attendance.

In addition to current control tasks, the list should include milestone and final control assignments. For these, the following phrases should be used:

Milestone Control Tasks

Final Exam Assignment

Examples of form completion:

Type of Assignment: Preparing an essay/project, solving problems/cases, performing literary text attribution, etc.; for milestone control, use "milestone control task", and for final control, use "final exam assignment".

Form of Report: Oral, written, or in the form of a test.

Submission Deadline: 6th week of the semester; for the exam – after the 15th week of the semester.

Points: 0-100 points according to the adopted Grading Scale.

Criteria for Cumulative Assessment of Students for Completing Assignments

Grade	Criteria for Evaluation in the Context of the Course
Excellent (90-100 points)	
Good (70-89 points)	
Satisfactory (50-69 points)	
Unsatisfactory (0-49 points)	

Requirements:

1.   This section contains the criteria for assessing students in the context of the proposed course. The criteria are cumulative and are used to evaluate learning outcomes at the end of the course.

2.   This information should guide students in understanding the logic of evaluating their final results and help in self-assessment. The criteria should

correspond to the stated learning outcomes and include evaluative characteristics of the student's level of preparation at the end of the course.

3.   The **"Excellent"** grade should correspond to a criterion characterizing a high level of student preparation, demonstrating exceptional understanding of the material, and meeting or exceeding the instructor's requirements.

o   The **"Good"** grade should correspond to a criterion characterizing an adequate level of student preparation, demonstrating a full understanding of the material and fulfilling all the instructor's requirements.

o   The **"Satisfactory"** grade should correspond to a criterion characterizing an average level of student preparation, demonstrating partial understanding of the material and fulfilling only part of the instructor's requirements.

o   The **"Unsatisfactory"** grade should correspond to a criterion characterizing a low level of student preparation, demonstrating minimal understanding of the material and not meeting the instructor's requirements.

CONTENT OF THE SYLLABUS

No.	Section	TitlePage

Requirements:
On the last page of the Syllabus, a section titled "Content of the Syllabus" should be placed, which serves as a page navigator.

Technical Requirements for Syllabus Formatting:
1)   Page Format: Portrait
2)   Font: Times New Roman
3)   Font Size: 11
4)   Line Spacing: Single
5)   Paragraph Indent: 0.8
6)   Margins: Top – 1.5 Bottom – 1.5 Right – 2.0 Left – 2.0
7)   Headings:
8)   Letters – Uppercase
9)   Style – Bold
10)   Title Page: The names of the discipline, educational program (EP), department, and faculty are written with a capital letter, without quotation marks. The code and name of the educational program (EP) are separated by a hyphen, without quotation marks.

Sample List of Verbs for Formulating Learning Outcomes

Verbs for Demonstrating Knowledge:
Define, Describe, List, Locate, Connect, Assert, Write, Measure, Compare, Retrieve, Identify, Show, Name

Verbs for Demonstrating Understanding:
Summarize, Describe, Compare, Classify, Contrast, Transform, Discuss, Distinguish, Identify, Evaluate, Explain, Formulate, Give Examples, Interpret, Translate, Express, Illustrate, Discuss, Predict, Present, Choose

Verbs for Demonstrating Application Skills:
Apply, Evaluate, Modify, Choose, Show, Separate, Calculate, Explain How, Illustrate, Predict, Prepare, Produce, Link, Display, Solve, Study, Check, Calculate, Construct, Change, Classify, Experiment, Resolve

Verbs for Demonstrating Analytical Skills:
Analyze, Divide, Classify, Organize, Compare, Conclude, Contrast, Critique, Diagnose, Explain, Combine, Differentiate, Distinguish, Study, Justify, Draw Conclusions

Verbs for Demonstrating Synthesis Skills:
Consider, Assert, Connect, Compose, Conclude, Create, Obtain, Develop, Formulate, Generalize, Establish, Transform, Integrate, Change Order, Organize, Plan, Propose, Invent, Reformulate, Communicate, Revise, Choose, Synthesize, Teach, Tell

Verbs for Demonstrating Evaluation Skills:
Evaluate, Determine Cost, Decide, Define, Rank, Recommend, Select, Distinguish, Choose, Compare, Conclude, Critique, Defend, Judge, Confirm, Rate, Summarize

Verbs for Demonstrating Problem-Solving Skills:
Solve, Choose, Define, Propose, Plan, Confirm, Evaluate, Formulate, Describe the Procedure, Develop, Suggest Alternatives

Verbs for Demonstrating Communication Skills:
Communicate, Express, Explain, Answer, Debate, Defend, Review, Examine, Tell, Teach, Present, Draw Conclusions