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**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN**

**KAZAKHSTAN-AMERICAN FREE UNIVERSITY**


  
**«APPROVED»**  
 Decision of the KAFU Academic Council  
 Protocol № 3 of «17» 11 2021  
 E.A. Mambetkaziev


**REGULATIONS**  
**ORGANIZATION OF THE EDUCATIONAL PROCESS ON REMOTE**  
**FOR EDUCATIONAL TECHNOLOGIES AT KAFU**

Ust-Kamenogorsk  
 2021

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## 1. REGULATORY REFERENCES

When developing these rules, the following regulatory documents were used:

1. Law of the Republic of Kazakhstan «On Education» dated July 27, 2007 No. 319-III (with amendments and additions);
2. Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education in accordance with Appendix 5 to the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 «On approval of the Model rules for the activities of educational organizations of the relevant types» (as amended and additions)
3. State obligatory standard of education at all levels of education (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 1, 2018 No. 17669. ((with amendments and additions);
4. Rules for organizing the educational process on distance learning technologies, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 22, 2015 No. 10768. (with amendments and additions);
5. «Rules for organizing the educational process on credit technology of education» order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 22, 2015 No. 10768 (as amended on 10/12/2018);
1. Academic policy of KAFU, approved by the decision of the Academic Council No. 10 dated May 22, 2020 (with amendments and additions).

## 2. GENERAL PROVISIONS

1. These Rules for organizing the educational process for distance learning technologies determine the procedure for organizing the educational process for distance learning technologies.
2. The implementation of distance learning technologies (hereinafter referred to as DET) is carried out according to the following types: television, network technology and case technology.
3. The subjects of distance learning technology are students, teachers and the university.
4. The following terms and definitions are used in these Rules:
  - 1) educational portal - a system-organized, interconnected set of information resources and Internet services, containing administrative-academic and educational-methodical information, which allows organizing the educational process in DET;
  - 2) DBA program - the DBA program is designed to train management personnel, senior managers with practical experience, as well as those interested in conducting applied research to master and develop modern concepts and management models with the award of a doctoral degree in the profile;

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3) executive MBA program (hereinafter referred to as EMBA (executive MBA)) is an MBA program focused on training top managers, taking into account the specifics of the target audience;

4) massive open online course (hereinafter - MOOC) - a training course with massive interactive participation using e-learning technologies and open access via the Internet;

5) MBA program - a program for training management personnel with modern knowledge and skills in the field of business, able to manage processes and human resources, form the company's strategy, be able to determine strategic and operational objectives and achieve them using scientific tools;

6) multimedia - a complex of hardware and software that allows the user to work with heterogeneous data (graphics, text, sound, video);

7) learning outcomes - the amount of knowledge, skills, skills acquired, demonstrated to students in mastering the educational program, and the values and attitudes formed, confirmed by the assessment;

8) online proctoring - a system for verifying the identity and confirming the results of passing online exams;

9) digital educational resources (hereinafter referred to as DER) are didactic materials on the studied disciplines that provide interactive learning: photographs, video clips, static and dynamic models, objects of virtual reality and interactive modeling, sound recordings and other digital educational materials;

10) tutor - a teacher acting as an academic consultant to a student in mastering a particular discipline and (or) module;

11) non-formal education - a type of education carried out by organizations that provide educational services, provided without taking into account the terms and form of training, and is accompanied by the issuance of a document confirming the results of training;

12) digital content - information content of digital educational materials (texts, graphics, multimedia and other informationally significant content);

13) network technology - a technology that includes the provision of educational materials, forms of interactive interaction of students with a teacher and with each other, as well as administration of the educational process based on the use of the Internet;

14) case technology - a technology based on the acquisition of sets (cases) of educational and methodological materials on paper, electronic and other media and sending them to students for self-study;

15) content - information content of educational materials (texts, graphics, multimedia and other informationally significant content);


16) Internet resource of an educational organization implementing distance learning technologies - an Internet resource containing administrative and academic information for participants in the educational process;

17) information technology of distance learning - a technology for creating, transmitting and storing educational materials on electronic media, information and telecommunication technologies for organizing and supporting the educational process;

18) multimedia - a complex of hardware and software that allows the user to work in an interactive mode with heterogeneous data (graphics, text, sound, video);

19) "on-line" - exchange of information in real time;

20) "off-line" - the exchange of information in free time space;

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21) syllabus - a training program in a discipline for a student, containing a brief description of the academic discipline, the main characteristics of the discipline being studied;

22) testing complex - a software tool designed to determine the degree of mastery of educational material by students at all levels of the educational process;

23) electronic edition - a set of digital, textual, graphic, audio, video and other information that has software management and documentation tools, and is placed on any electronic media or published on a computer network. Electronic educational publication (hereinafter - EIE) - an electronic publication designed to automate learning and knowledge control, and corresponding to the training course or its individual parts, as well as allowing you to choose the learning path and providing various types of educational work;

24) blended learning - a learning technology in which learning is carried out in a traditional face-to-face form and using distance learning technologies;

25) MOODLE (Modular Object-Oriented Dynamic Learning Environment) is a free learning management system focused primarily on organizing interaction between a teacher and a student.

26) teaching staff - faculty.

27) the student's digital footprint is a set of verified data on the results of educational activities recorded on the LMS (learning management system) and (or) other platforms or information system;

28) synchronous learning format - distance learning, involving direct communication (streaming) of participants in the educational process in real time, using the capabilities of information systems (hereinafter referred to as IS) and other means of communication;

29) asynchronous learning format - distance learning, involving the interaction of participants in the educational process, including through information systems and other means of communication;

30) information and communication technologies - a set of methods for working with electronic information resources and methods of information interaction, carried out using a hardware and software complex and a telecommunications network;

31) information system - an organizationally ordered set of information and communication technologies, technical documentation that implement certain technological actions through information interaction and are designed to solve specific functional tasks;


32) distance learning - learning carried out with the interaction of a teacher and students at a distance, including the use of information and communication technologies and telecommunications;

33) online course - a training program that allows you to gain knowledge, skills and competencies via the Internet in real time, including using previously recorded video lectures in the OVPO, approved by the OVPO.

### **3. ORDER**

#### **ORGANIZATION OF THE EDUCATIONAL PROCESS ON DISTANCE EDUCATIONAL TECHNOLOGIES**

1. Distance learning is carried out with the interaction of participants in the educational process at a distance, regardless of their location, including with the use of information and communication technologies and telecommunications. The university provides conditions for organizing distance learning.

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2. The organization of the educational process using distance learning technologies (hereinafter referred to as DET) is carried out for the development of educational programs by students in accordance with the academic calendar of KAFU.

3. DET at the level of higher and postgraduate education is applied to students:

1) students who have the conclusion of the medical advisory commission on the state of health;

2) participants of international, republican training camps, sports competitions, intellectual and creative competitions and festivals for the period of participation;

3) studying in organizations of higher and (or) postgraduate education, not more than the volume established by these Rules in a certain list of areas of training.

3. Distance learning in cases of a state of emergency, restrictive measures, including quarantine, in the relevant administrative-territorial units (at individual facilities), declaration of emergency situations is organized for all students on the basis of an order of the regional education department, as well as in connection with unfavorable weather conditions is organized on the basis of the order of the education authority of the region, city of republican significance, the capital in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan No. 42 of January 18, 2016 "On approval of the rules for canceling classes in educational organizations, as well as educational organizations implementing programs of technical and vocational education, under adverse weather conditions" (registered in the Register of State Registration of Normative Legal Acts under No. 13076).

5. The university is allowed to transfer to distance learning no more than 20% for training in the field of pedagogical sciences, law, of the total amount of academic hours / credits for the entire period of study.

6. For training in other areas of training at the university, it is allowed to transfer to distance learning no more than 50% of the total amount of academic hours/credits for the entire period of study.


7. Students master certain disciplines of the educational program in agreement with the university through non-formal adult education, including through MOOCs, the results of which are recognized in the manner established by the university independently, in total no more than 20% of the total academic credits for the entire period of study.

8. The University provides students specified in subparagraphs 1), 2) of paragraph 3 of these Rules with an individual curriculum in the manner determined by the Rules for organizing the educational process on credit technology of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (registered in the Register of State Registration of Normative Legal Acts under No. 6976), and an individual schedule for mastering the educational program.

9. With the complete transition to distance learning for students specified in paragraph 3 of these Rules, the university provides students with access to the information system and electronic timetable, electronic journal, electronic resources.

10. Training sessions for university students participating in international, republican training camps, sports competitions, intellectual and creative competitions, festivals are organized through an asynchronous and / or synchronous training format.

11. The delivery of the final certification using distance learning is provided with the provision of a proctoring system.

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12. Distance learning of a student who has a conclusion of the medical advisory commission on the state of health is carried out at the conclusion of the medical advisory commission in accordance with the form approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. ҚР ДСМ-175/2020 "On approval of forms accounting documentation in the region" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21579). The period and duration of distance learning is determined on the basis of medical indications and the conclusion of the medical advisory commission.

13. Training sessions for persons with temporary health limitations and who are not able to regularly attend the university are organized through an asynchronous and / or synchronous training format and through independent mastering of educational materials by the decision of the educational organization.

14. The list of disciplines and (or) modules allowed for distance learning, regardless of the form of education, is determined by the university independently and approved by order of the rector.

15. Monitoring of students' compliance with the discipline and (or) module in the process of mastering the educational program, the level of participation in the educational process, attendance is carried out through the formation of its digital trace.

16. The norms of time for the types of educational work when planning and organizing the educational process using DET are established in accordance with the working curriculum and the academic calendar.

To organize the educational process in DET, the university has:

1) an educational portal with pages containing educational, methodological and organizational and administrative information for students;

2) equipment with access to a telecommunications network (Internet, etc.);

3) multimedia classes and a reading room;

4) educational content;

5) testing complex;

6) Moodle distance learning system.

4. For the implementation of the educational process on distance learning technologies, the university:

1) organizes the training of teachers, tutors, students and employees on the implementation of distance learning technologies;

2) creates conditions for the teaching staff to develop and update educational resources;

3) delivers educational material to students through information technology;


4) organizes consultations in the "on-line" mode;

5) organizes feedback with students in the "off-line" mode;

6) controls the educational achievements of students in the "on-line", "off-line" mode;

7. Persons who have expressed a desire to study on DET, specified in paragraph 3, subparagraph 1), 2) of these Rules, write an application in any form addressed to the rector for permission to study using DET, on the basis of which an order of the rector is issued. The university provides the student with an individual curriculum, a schedule for mastering the educational program.

9. Applications of students are considered by the Rector of the University within five working days from the date of submission.

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If the issue is resolved positively, an order is issued by the rector of the university on the use of DET by students.

10. Attached to the order:

- 1) statements of students;
- 2) individual curricula of students;
- 3) an individual schedule for the organization of educational activities of each student;
- 4) for students who have the conclusion of the medical advisory commission on the state of health, the relevant certificate of the VKK;
- 5) for participants in international, republican training camps, sports competitions, intellectual and creative competitions and festivals, an appropriate supporting document.

The university introduces students to the academic calendar and the features of the learning process in DET.

In order to ensure the educational process in DET, students are offered the instruction "Basics of working in the MOODLE distance learning portal", which is posted on the KAFU website at the link <http://edu.kafu.kz/mod/page/view.php?id=1>.

11. To provide students with educational and methodological materials, the university has electronic educational and methodological complexes for all disciplines of the curriculum implemented using DET, which is directly placed on the MOODLE portal.

The preparation of electronic educational and methodological complexes is carried out by the teachers of the course.

12. The electronic educational and methodical complex of the discipline includes mandatory and additional sets.

13. Mandatory set consists of:

- 1) syllabus;
- 2) electronic lecture notes
- 3) electronic textbook (if any);
- 4) materials on the organization of the final control (test examination tasks, questions for the exam, examination papers, etc.);
- 5) Tasks for students;
- 6) Presentations or video (audio) lectures.

14. An additional educational and methodological set is determined by the teachers who lead the course independently.

The university determines the ratio of the volume of classes conducted through the direct interaction of the teacher with the student, and classes using DET.

15. Conducting remote consultations is carried out according to the SROP schedule.


16. The university operates an information management system AIS "Platonus", containing a database of students (orders for admission, transfers, restoration, information about the current progress of students).

17. Training in DET is carried out according to the working curricula of all educational programs and forms of education.

18. The University provides methodological assistance to students through the interaction of participants in the educational process using all available modern telecommunications.

19. The academic year consists of academic periods and ends in accordance with the academic calendar.

20. All types of educational activities are carried out through:

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1) pedagogical communication of a teacher or tutor with a student using telecommunications or direct contact at the university (at the initiative of the student);

2) independent work of the student with teaching aids (educational and methodological complex, additional literature).

21. DET is based on conducting distance learning sessions in the "on-line", "off-line" mode.

22. Training sessions in the "on-line" mode provide for the process of educational interaction in real time (video conference, etc.).

23. Training sessions in the "off-line" mode provide for the process of educational interaction, in which the communication between the teacher and the student is carried out asynchronously (tasks in the learning management system, e-mail, the work of the student with the textbook on the instructions of the teacher, followed by passing the milestone and / or final control ).

24. Current, intermediate and final control is carried out in accordance with the Academic policy of the university, working curriculum, academic calendar and working curriculum (syllabuses).

26. To conduct ongoing monitoring of progress and intermediate certification of students online, they provide the use of online proctoring technologies that allow you to verify the student, monitor the student's screen and behavior, and record the entire exam on video.

Conducting ongoing monitoring of progress and intermediate certification is allowed through automated testing complexes, checking individual written assignments, oral survey using a BigBlueButton video conference (BBB), Jitsi.

27. The University organizes the current monitoring of progress and intermediate certification of students in an information system protected from unauthorized access and falsification by using electronic methods of access restriction and independent assessment.


28. The student is allowed to interim certification in the discipline after completing and passing all the control measures established by the working curriculum (syllabus).

29. Professional practice. The passage of all types of practices is mandatory for the student, according to the terms specified in the academic calendar.

Under the conditions of restrictive measures, including quarantine, social, natural and man-made emergencies, professional practice, research and experimental work, laboratory and studio classes, which cannot be carried out online, are transferred to subsequent academic periods when switching to distance learning . Practice leaders collect electronic versions of the reports collected during the internship, sent by e-mail. The student's report is checked by the head and defended before a commission created by the order of the head of the department from among the teachers who are assigned to lead the practices. The results of the defense of the report are evaluated according to the point-rating letter rating system. The final conference is held online in the LMS "Moodle" and video conferencing systems BigBlueButton (bbb), ZOOM, Cisco Webex Meeting.

30. The university has structural units that provide organizational, methodological, informational and technical support for the learning process in DET.

31. The use of DET for training personnel in MBA programs is allowed when studying disciplines in the total volume of no more than 30 academic credits for the entire period of study and no more than 15 academic credits for the entire period of study, respectively, under the EMBA and DBA programs.

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32. KAFU has the opportunity to implement MOOCs on the Moodle online platform, and teachers have the right to post their courses on the Open University platform. Before being placed on the MOOC online platform, the university creates a commission of faculty members in the areas of training and organizes an educational and methodological examination of courses with approbation. KAFU provides placement of the developed course on the MOOC online platform and issues a certificate to the student in any form indicating the name of the university, the name and initials of the person, the name of the course and the amount of credits. The order and organization of MOOCs is presented in the Regulations on Massive Open Online Courses at KAFU.

#### **4. REQUIREMENTS FOR THE UNIVERSITY AND STUDENTS IN DET**

Structural subdivisions responsible for the organization of the educational process on DET at the university are the faculty of distance learning and the center for technical and methodological support of distance learning.

1. To organize the educational process in DET, KAFU has available:

1) information and technological infrastructure for the uninterrupted organization of distance learning - a stable network connection, server equipment, data storage system, the functioning of cybersecurity systems, communication channels that provide connection to the Internet, authentication systems for identifying the identity of the student, borrowing detection systems, online proctoring;

2) a functioning education management information system (ELIS), including a learning management platform, including a website, an educational portal Moodle, network learning management systems (LearningManagementSystem) or services through cloud computing ("software as a service"), an automated system providing credit technology of education (AIS Platonus), a set of digital educational resources;

3) ensuring information security of systems and data protection based on the developed Security Policy of the educational organization in accordance with the international standard ISO / IEC 27001, ISO / IEC 27002;

4) providing the educational process with digital educational resources, the functioning of online courses (structured course design, map of generated learning outcomes, specification of the assessment system, description of indicators and assessment criteria);

5) providing students with access to the educational portal and information systems that contain educational, reference and methodological materials, as well as to the testing system and open electronic resources, sources;


6) ensuring the availability of digital services for the provision of educational services: an electronic schedule of training sessions and exams and all types of monitoring the educational achievements of students, a self-assessment system; e-library; electronic document management, online registration for a place in a hostel;

7) providing conditions for distance learning for students with special educational needs;

8) availability of a system for monitoring the quality of educational services in accordance with the internal quality assurance system.

2. For the implementation of the educational process on DET KAFU:

1) The University provides consulting support to students and strict monitoring of student compliance with the discipline in the process of mastering the educational program, attendance,

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logging, monitoring the progress of studying materials and timely completion of tasks, assessment through its digital footprint.

2) annually at the beginning of the academic year they organize a training seminar for teachers, tutors and services for the implementation of distance learning technologies;

3) create conditions for teachers, faculty for the development and updating of DER and digital content;

5) provide interaction between participants in the educational process on DET (forum, chat, video and audio conferences);

6) provide access for students and listeners to the electronic library of the university.

3. A student of DET:

1) independently study training courses using the means specified in paragraph 1 of this section;

2) attends distance learning sessions in the "on-line" and (or) "off-line" mode;

3) passes all types of control (current, intermediate) according to the academic calendar of the university.

### **Application of DET**

#### **on academic mobility programs and double-diploma programs**

1. For the preparation of students under academic mobility programs, it is allowed to transfer to a distance learning format no more than 20% of the total academic credits for the entire period of study;

2. For the preparation of students in double-degree programs and exchange programs, students are allowed to transfer to a distance learning format no more than 50% of the total academic credits for the entire period of study.

3. In case of emergencies of a social, natural and man-made nature, including the prevention and treatment of diseases of the population, sanitary and anti-epidemic and sanitary and preventive measures, it is allowed to study disciplines for students with a larger amount of academic credits using DET under academic mobility programs and in the implementation of double-diploma and (or) joint programs.

## **5. STRUCTURE OF THE DET KAFU SYSTEM**

### **1. Administration.**

KAFU leadership (president, first vice-president, vice-rectors, academic council, educational and methodological council):


- determines the strategic directions for the development of e-learning, including using DET in KAFU;

- controls the implementation of strategic directions for the development of the DL system at KAFU;

- carries out other activities related to the functioning of the DL system in accordance with the Charter of the University.

### **2. Department of academic policy.**

Provides with the Modular educational program and the Catalog of elective disciplines for the preparation of the Individual curriculum for students with the help of an adviser.

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Provides the Faculty of Distance Learning (FDO), the Department of Information Support (OIS) and the Department of Technical Support (TSD) with the necessary educational and methodological materials.

Compiles an academic calendar, monitors the passage of current, midterm and final control.

### **3. Dean's office of the Faculty of Distance Learning (FDO).**

Plans and organizes the educational process using DET, prepares and monitors the work of teachers, tutors, registers students, maintains databases of training materials and students, as well as documentation related to DET. draws up a schedule of training sessions, examination sessions and final certification.

### **4. Center for methodological and technical support for distance learning (TsMITP).**

Controls the process of filling and updating electronic information resources and distance courses to ensure the learning process using DET at the University.

Organizes software and hardware support of the educational process with the use of DET at the University.

Controls the process of development and implementation of organizational, educational, methodological, informational, software and technical support for teaching with the use of DET at the University.

Supervises the advanced training of employees of the University and its structures in the field of application of DET in the educational process.

Carries out organizational, methodological, advisory work in the field of distance learning, including providing methodological assistance to developers of distance courses.

Conducts an analysis of the effectiveness of the use of DET in the educational process of the University.

Provides methodological and technological support for the development and launch of MOOCs.

### **5. Department of Information Support (OIO).**

The Information Support Department provides advisory assistance in the development, acquisition and development of information resources, electronic educational publications, multimedia courses, teaching aids, administers testing systems and other knowledge control tools, and develops a methodology for using information resources for DET.


Develops, develops and maintains software, information tools for distance learning.

### **6. Department of technical support (OTP).**

The technical support department provides technical support for the distance learning portal, multimedia classes. Develops, masters and maintains technical means of distance learning.

## **6. ATTENDANCE REQUIREMENTS AND MEANS OF COMMUNICATION WITH STUDENTS**

When conducted in the "on-line" format for DET, attendance is controlled and taken into account by the teaching staff using a video broadcast of the stream from the account, data (logs) on the actions of the participants in the online session, regardless of the platform and service used by each student. Students are required to go online according to the class schedule or individual class schedule.

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The teacher is obliged to fix the pass for an unexcused reason in the absence of visual contact with the student using the means of this platform. If there are technical problems on the part of the server, platform, etc. that make it impossible to broadcast video classes, then the teacher is obliged to periodically conduct a voice survey, content survey, etc. confirming on-site students.

The teacher is obliged to check the work in a timely manner and set marks in the portal, both for the performance of current work and for all types of control (Milestone, intermediate, final). The teacher also has the right to return the assignment for revision if necessary.

When working "off-line", the student completes the task according to the individual training schedule, without deviating from the delivery of tasks on time without a good reason.

Evaluation takes place according to a 100-point grading system, according to the principle of credit technology of education.

2. The teaching staff and students during the online session (video broadcast) on DET must comply with the unified corporate ethics of communication, reflected in the KAFU Student Academic Policy and the KAFU Corporate Culture Code, namely:

- comply with the requirements for a neat appearance, obscene, provocative or violating the norms of the legislation of the Republic of Kazakhstan images, including on clothes and backgrounds,
- do not involve strangers, including animals, in the broadcast,
- not to take any actions that divert attention from classes or other activities of an academic nature.

In case of violation of the above points, the teacher has the right to terminate or block the student's access to this lesson (event) and fix the fact of missing the lesson without a good reason. Further, the teacher notifies the administration of the university, the dean and the person responsible for the DET for further proceedings with this student.

## **7. PROCEDURE FOR INTERIM, FINAL CERTIFICATION AND PROFESSIONAL PRACTICE DURING THE PERIOD OF QUARANTINE MEASURES**


This procedure was developed on the basis of the Guidelines for the organization of intermediate and final certification in organizations of higher and postgraduate education during the COVID-19 coronavirus pandemic. (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 179 dated May 4, 2020).

Intermediate certification for 1, 2, 3 undergraduate courses, 1 year of scientific and pedagogical magistracy, 1 year of doctoral studies. Exams are held online in the LMS "Moodle" and video conferencing systems BigBlueButton (bbb), ZOOM, Cisco Webex Meeting in the following forms:

- 1) Remote testing;
- 2) Oral online exam;
- 3) Written exam (essay, open book, etc.);

All of the above exams are conducted using a proctoring system. The online oral exam is video-recorded.

For students who do not have the technical capabilities to pass the final control online (weak Internet or its complete absence, etc.), by order, they will be given the opportunity to extend the session or postpone the midterm exam to a later date, but no later than 30 June.

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The formation of the final control, the average grade point, the academic rating of the student is invariably and reflected in this paragraph of the Academic Policy 15.2 "The procedure for organizing and conducting intermediate certification of students."

During the state of emergency, the State Exam in the discipline "Modern History of Kazakhstan" is held in the form of remote online testing in the LMS "Moodle" and video conferencing systems BigBlueButton (bbb), ZOOM, Cisco Webex Meeting. Exams are conducted using a proctoring system.

To conduct the final attestation, an attestation commission is created at the university, which conducts its meetings using remote technologies. The final certification of students is carried out in the prescribed manner, in accordance with the current regulatory legal acts, using the proctoring system and provides for the following forms:

in the direction of bachelor's degree:

- defense of the diploma project (work) in the distance learning system "Moodle" online using videoconferencing BigBlueButton (bbb), ZOOM, Cisco Webex Meeting;

- passing comprehensive exams (2 exams) - for students exempted from writing and defending a thesis, it is carried out online using distance learning through the educational portal "Moodle" and video conferencing systems BigBlueButton (bbb), ZOOM, Cisco Webex Meeting.

in the direction of the master's degree:

- passing a comprehensive exam and defending a master's thesis (project) online using distance learning through the educational portal "Moodle" and video conferencing systems BigBlueButton (bbb), ZOOM, Cisco Webex Meeting.

A student who did not appear for the final certification for a good reason writes an electronic application in any form addressed to the chairman of the commission, provides confirmation of the validity of the reason and, with his permission, goes through the final certification procedure on another day of the commission meeting. The day of the next meeting is determined by the commission.


The student may be presented with a different time for passing the final certification, if during the defense there was a technical problem that made certification impossible. In this case, the technical secretary draws up an electronic report of a technical problem and on the same day sends a copy of the report to all members of the commission.

Re-passing a comprehensive exam or defending a thesis (project), master's thesis (project) in order to increase a positive grade or receive an «unsatisfactory» grade is not allowed.

#### **Preparation and defense of the thesis (project), master's thesis (project).**

The preparation of a thesis (project), master's, doctoral dissertation (project) is carried out by the student under the guidance of a supervisor who interacts with him through available information and communication technologies. The procedure for checking written works by the strikeplagiarism anti-plagiarism Internet system is specified in the Rules for Checking for Borrowings, posted on the website of the university. <https://kafu.edu.kz/razvitie/normativnye-dokumenty/vnutrennie-normativnye-dokumenty-kasu.html>.

The defense of the thesis (project), master's thesis (project) is carried out online through the educational portal "Moodle" and video conferencing systems BigBlueButton (bbb), ZOOM, Cisco Webex Meeting. The time for the defense of the thesis (project), master's thesis (project) is determined according to the approved schedule and is brought to the attention of students in a timely manner.

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During the thesis (project), master's, doctoral dissertation (project), the student demonstrates a presentation through the screen sharing mode, makes a report (speech) in front of the camera to the members of the commission and answers the oral questions of the members of the commission. In case of technical problems, the student is asked written questions. In this case, the questions of the members of the commission are voiced by the technical secretary. The student responds orally or in writing.

In the event of an interruption in the process of defending a thesis (project), master's, doctoral dissertation (project), the student immediately applies to the technical secretary with a request to continue it. The Commission decides on the renewal or termination of protection.

The student is given no more than 7-10 minutes for a speech (report).

The total time for the defense of one student, including oral presentation and answers to questions from the commission, is no more than 15 minutes.

Based on the results of the defense, the commission evaluates the student.

#### **Passing a comprehensive exam**

A comprehensive exam is conducted orally online with the student being able to answer questions from the commission through a microphone directly in front of the camera of the technical device used.

In case of technical problems, students are asked written questions. In this case, the questions of the members of the commission are voiced by the technical secretary. The student responds orally or in writing.

In case of interruption of the comprehensive examination process, the student immediately applies to the technical secretary with a request to continue it. The Commission decides on the resumption or termination of the comprehensive examination.

#### **Proctoring and maintaining academic integrity**

Identification of the identity of the examiner is carried out 30 minutes before the start of the final attestation of the student.

The technical secretary identifies the identity of the dealer by a copy of the previously received identity card or other document proving the identity of the dealer with a video image of the student.

The student must have the original identity document with him. The identification of the chairman and members of the commission is carried out similarly to the head of the department (dean).


Preparation of the home premises is carried out before the start of the final certification procedure. The dealer is alone in the room. Electronic devices, other than those used directly for the final certification, should be absent.

The student in online mode shows the room in which he is during the final assessment. In case of detection of foreign objects, the student takes them out of the room. In case of refusal, the protection is terminated, the commission, by its decision, suspends or terminates the final certification.

The student logs in with his login and password to the Moodle LMS and BigBlueButton (bbb), ZOOM, Cisco Webex Meeting videoconferencing systems, which provide control over the final certification process.

The university appoints a proctor who oversees the student's independent passage of the final certification.

During the final certification, a video recording is made.

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During the final assessment, the student should not leave the visibility zone of the webcam. The student is prohibited from involving third parties and (or) providing access to electronic devices to unauthorized persons during the exam. If a student and (or) a member of the commission violates the principles of academic honesty during the final certification, measures are taken in accordance with the academic policy of KAFU.

#### **Announcement of the results of the final certification**

After the completion of the complex examination procedure and the defense of the thesis (project), master's thesis, the results of the final certification are announced.

Based on the voting results of the members of the commission, a protocol is drawn up, which is signed by the chairman and technical secretary of the commission. At the same time, the technical secretary saves information about the voting results, and the electronic version of the protocol is sent to all members of the commission.

The chairman of the commission prepares a report on the final certification of students.

#### **Appeal against the results of the final certification**

The student is given a 2-day period, from the date of the announcement of the results of the interim assessment, to file an application for appeal.

To conduct an appeal, an appeal commission is created by order of the rector, consisting of an odd number of members. It is not allowed to include members of the attestation commission and (or) administrative employees of the university into the composition of the appeal commission.

The Appeal Commission holds an online meeting within 2 working days from the date of receipt of the student's application.

The results of the appeal are communicated to the applicant within one working day.

#### **Responsibility of participants in the intermediate and final certification**

##### **Rector:**


- provides information to students, teachers and other participants about the measures taken, including through available communication channels, Internet resources of the organization;
- creates conditions for organizing intermediate and final certification using information and communication technologies;
- provides feedback to teachers, students and their parents;
- organizes the work of teachers and other employees of the organization;
- is responsible for organizing the intermediate and final certification based on these recommendations.

##### **First Vice-Rector:**

- organize the development of activities aimed at conducting intermediate and final certification of students;
- carry out informing all participants in the educational process (students, teachers and other employees) about the organization of work and the results of intermediate and final certification;
- carry out methodological support and control of the process of conducting intermediate and final certification using remote technologies.

##### **Deans and heads of departments:**

- provide intermediate and final certification in a remote format according to the schedule;
- ensure timely grading based on the results of the intermediate and final certification;

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- promptly inform students, the chairman and members of the commission about the date, time and procedure for the final certification using distance learning technologies, the method of contacting for its conduct;
- provide verification of documents and organization of admission to protection;
- provide lists of students for final certification;
- conduct a webinar briefing with students on the procedure for conducting a comprehensive exam, protection, duration (regulations), on a video recording of the final certification;
- provide registration of commission members in LMS "Moodle";
- provide members of the commission with the necessary materials and access to distance learning technologies;
- ensures the safety of the video recording of the final certification.

**Members of the certification committee:**

- evaluate the achievement by students of the learning outcomes of educational programs;
- award the graduate with a bachelor's degree, a master's degree in the relevant educational program;
- develop proposals aimed at further improvement of educational programs;
- observe the principles of academic honesty.

**Technical Secretary:**

- prepares for a comprehensive examination and defense of a thesis (project) of a master's thesis using distance learning technologies;
- organizes in advance a webinar briefing for students and members of the certification committee on working with the selected system for passing the final certification;
- timely tests the connection for compliance with technical and software requirements for passing the final certification;
- organizes online voting of members of the attestation commission;
- based on the results of the final certification, fills in electronic statements;
- conducts a video recording of the final certification;
- observes the principles of academic honesty.


**Student:**

- is in daily contact with teachers, supervisor and technical secretary of the commission;
- gets acquainted with the schedule and procedure for conducting intermediate and final certification through available communication channels;
- provides to the corporate mail of the technical secretary all the necessary documents for admission to the defense;
- observes the principles of academic honesty.

## 10. INFORMATION SECURITY REQUIREMENTS

The software must provide the ability to selectively restrict and manage access to end user operational content, resources and features.


To protect information and provide secure access, the remote software complex must support industry standards in the field of Internet communications security, such as: SSL, PKI, strong encryption technologies with key sizes of 128-1024 bits, certificates for authorizing access to information and ensuring secure interaction with distance learning technologies.

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The system infrastructure must have advanced means of internal audit and logging of events occurring in the system. The system infrastructure must be reliably protected from unauthorized access and data loss at the hardware and software levels. The university should work out mechanisms for backing up and disaster recovery of data on students both at the university itself and at all its training centers.

All premises and workplaces, including multimedia classrooms, must comply with the requirements of the state compulsory education standard.

Requirements for the area of premises are established based on sanitary standards. Multimedia classrooms must be equipped with computers and video monitors with ergonomic characteristics and radiation levels in accordance with the standards defined in the state compulsory education standards.

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***REGULATIONS  
ORGANIZATION OF THE EDUCATIONAL PROCESS ON REMOTE  
FOR EDUCATIONAL TECHNOLOGIES AT KAFU***

Information edition

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