

POLICY
of the application of information and communication technologies in the
academic process of the NJSC Narxoz University

Table of contents


Passport document	- 2 -
Approval sheet	- 2 -
1. Scope.....	- 3 -
2. References to regulatory acts	- 3 -
3. General terms	- 3 -
4. Terms of use of information and communication technologies	- 4 -
5. Assuring the quality of the educational process	- 4 -
6. Final Provisions	- 4 -

Passport document

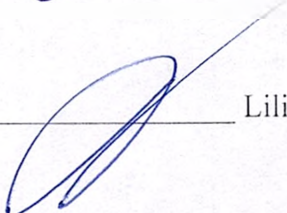
Document Title:	Policy
Brief description:	Defines the reasons, conditions, procedures and mechanisms for ensuring the quality of the use of information and communication technologies in the educational process of the NJSC Narxoz University
Theme:	Organizational and methodological support
Status:	Current
Approval date:	<u>12.11.2024</u>
Expiry date:	When cancelled or replaced with a newer version
Revision date:	If necessary
Responsible for a revision:	The Head of the Provost's Office

Approval sheet

Provost


_____ Yerlan Shulanov

Vice President for Administrative and Legal
Activities


_____ Liliya Bisengali

1. Scope

- 1.1. This Policy on the Application of Information and Communication Technologies in the Academic Process (hereinafter referred to as the "Policy") defines the conditions, procedures and mechanisms for ensuring the quality of the application of information technologies in the NJSC Narxoz University (hereinafter referred to as the "University") in organizing the educational process at all levels of education.
- 1.2. The policy is being introduced for the first time.
- 1.3. The policy is mandatory for all structural divisions of the NJSC Narxoz University.

2. References to regulatory acts

- 2.1. The policy was developed on the basis of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 "On approval of requirements for educational organizations to provide distance learning and rules for organizing the educational process for distance learning and in the form of online learning in educational programs of higher and (or) postgraduate education", the Academic Policy of NJSC Narxoz University.

3. General terms

- 3.1. This Policy has been developed to regulate the use of information and communication technologies (hereinafter referred to as "ICT") in the academic process.
- 3.2. When organizing the academic process using ICT, the following principles must be observed:
 - principle of academic integrity;
 - the use of collective or individual forms of training;
 - focus on developing critical thinking and forming learning outcomes;
 - systematicity and consistency in training;
 - availability of educational resources;
 - security, which includes a wide range of activities related to information protection, dissemination of false information, elimination of dishonesty and falsification of training, etc.
- 3.3. ICT means, but is not limited to, a set of methods of working with electronic information resources (Coursera, Bloomberg, etc.) and methods of information interaction (streaming, online lecture, remote assignment, etc.), carried out using a hardware and software complex (Google Meet, Zoom, Teams, Canvas, etc.) and a telecommunications network.
- 3.4. The purpose of using ICT is to ensure flexibility in the academic process to attract teachers with a narrow, unique level of knowledge in a particular area, which, in turn, significantly improves the quality of the educational process and the prestige of the University and allows for the expansion of the geography of teachers and students, not limited by location.
- 3.5. ICT in the academic process of the University, as a rule, is used in a volume of no more than 10% based on the volume of the educational program required to be mastered within the framework of individual educational trajectories of students. In exceptional cases, the use of ICT in the academic process of the University is allowed up to 20% of the volume of the educational program required to be mastered within the framework of individual educational trajectories of students.
- 3.6. The list of disciplines taught using ICT is determined by the Quality Assurance Commission of the School.
- 3.7. The volume of the teacher's teaching load planned for implementation using ICT is displayed in the document confirming the distribution of the teaching load individually for each teacher

and discipline with the note «**using information and communication technologies in the educational process*».

- 3.8. The use of ICT can be applied in synchronous and asynchronous formats, while the use of the asynchronous format requires additional support from tutors to the extent necessary to ensure the quality of the academic process. The mechanisms for supporting the academic process with the use of ICT by tutors in the asynchronous format are determined by the directorate of each School independently.
- 3.9. When using ICT in the academic process, the labor intensity of academic disciplines and types of academic work is maintained in accordance with the current educational program.
- 3.10. Monitoring of the mastery of the discipline, logging, the level of participation of teachers and students in the academic process, attendance, timely completion of assignments is carried out through the formation of a digital trace.
- 3.11. Responsibility for quality assurance in the use of ICT in the academic process lies with the heads of educational programs.

4. Terms of use of information and communication technologies

- 4.1. The procedures for using ICT for a particular discipline are reflected in the syllabus; the content of the discipline is approved by the School Quality Assurance Commission.
- 4.2. The first contact hours at the beginning of mastering the discipline are held in an offline format with a teacher or in a mixed online-offline format in the presence of a teacher (online) and students and a tutor (offline).
- 4.3. Conducting the final exam using ICT at the discretion of the School involves providing a proctoring system.
- 4.4. Satisfaction with the quality of training using ICT is ensured through the analysis of feedback from students (surveys).
- 4.5. ICT in the academic process, by decision of the School Quality Assurance Commission, may be used:
 - 4.5.1. for participants of international, republican training camps, sports competitions, intellectual and creative competitions, festivals is carried out upon the application of the student to the name of the director of the relevant School in any form for the period of participation indicating the period of use of ICT;
 - 4.5.2. for faculty members who have temporary health limitations and are unable to regularly attend the University;
 - 4.5.3. for faculty members who have a narrow, unique level of knowledge in a particular area and do not have the opportunity to be physically present;
 - 4.5.4. for faculty members traveling on postdoctoral programs, research internships, Bolashak;
 - 4.5.5. to introduce innovative teaching methods into the educational process (flipped classroom, blended learning, project based learning, etc.).

5. Assuring the quality of the educational process

- 5.1. The quality assurance of the academic process using ICT is ensured by the tools defined by the University's internal quality assurance system.
- 5.2. Additional mechanisms for ensuring the quality of the academic process using ICT are determined by Schools independently.

6. Final Provisions

- 6.1. This Regulation is approved by the decision of the Academic Council of the University. Changes and additions to this Regulation are made by the decision of the Academic Council of the University. The validity period of this Regulation is not limited.
- 6.2. Next revision date – when necessary. Responsible for a revision – Head of the Provost's Office.

Developer:



Natalya Dalke
Head of the Provost's Office

Checked by



Gulzhaina Abyzova
Head of the Department of Records
Management and Archives