



**On approval of the Rules for the Organization of the Work on Preparation, Expert Examination, Approbation, Publication and Monitoring of Educational Editions and Academic and Methodological Complexes at the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan**

*Unofficial translation*

Order of the Prosecutor General of the Republic of Kazakhstan No. 61 dated March 31, 2016. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 29, 2016 under No. 13658.

*Unofficial translation*

In compliance with subparagraph 8) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", **I HEREBY ORDER:**

1. That the attached Rules for the Organization of the Work on Preparation, Expert Examination, Approbation, Publication and Monitoring of Educational Editions and Academic and Methodological Complexes at the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Academy) shall be approved.

2. Rector of the Academy Baizhanov U.S. shall:

1) ensure state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, send it for official publication in periodicals and Adilet, the legal information system;

3) within five working days from the date of receipt of this order at the Ministry of Justice of the Republic of Kazakhstan, send it to Republican State Enterprise on the Right of Economic Management "Republican Legal Information Center of the Ministry of Justice of the Republic of Kazakhstan" for placement in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

4) place this order on the Internet resource of the General Prosecutor's Office of the Republic of Kazakhstan.

3. Control over execution of this order shall be assigned to First Deputy Prosecutor General of the Republic of Kazakhstan Merkel I. D.

4. This order shall come into effect ten calendar days after the day of its first official publication.

*Prosecutor General  
of the Republic of Kazakhstan*

*A. Daulbayev*

Approved

**Rules for the  
Organization of the Work on Preparation, Expert Examination, Approbation,  
Publication  
and Monitoring of Educational Editions and Academic and Methodological  
Complexes at the  
Academy of Law Enforcement Agencies under the General Prosecutor's Office of the  
Republic of Kazakhstan**

**1. General provisions**

1. These Rules for the Organization of the Work on Preparation, Expert Examination, Approbation, Publication and Monitoring of Educational Editions and Academic and Methodological Complexes at the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Rules) are developed in accordance with subparagraph 8) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”.

2. The Rules shall determine the organization of work on the preparation, examination, approbation, publication and monitoring of educational editions and academic and methodological complexes at the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Academy).

3. The following terms and definitions shall apply to the Rules:

1) author - an individual whose creative work prepared an educational publication, an educational-methodical complex;

2) team of authors - a group of individuals acting as co-authors;

3) academic and methodical complex (hereinafter - AMC) - a set of individual educational and methodological editions aimed at ensuring that students learn the content of educational subjects (disciplines), including complete information sufficient to complete the discipline;

4) monitoring of educational editions, academic and methodical complexes - collection, storage, processing and dissemination of information on the results of the introduction of educational editions, academic and methodical complexes in the educational process;

5) approbation of educational editions, academic and methodical complexes- introduction and comprehensive study of the practice of using educational editions, academic and methodical complexes in the educational process in educational institutions;

6) expert examination of educational editions, educational and methodical complexes - assessment of compliance of the content with the requirements of the State Compulsory

Education Standard, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 604 dated October 31, 2018 (registered with the Register of State Registration of Regulatory Legal Acts under No. 17669) (hereinafter - SCES), standard curricula and standard academic programs, the goals of training, education and development of students, modern scientific ideas and the requirements of psychological and pedagogical science;

7) educational edition - an edition containing systematic information of a scientific, applied nature, set out in a form convenient for study and teaching, designed for students of a certain academic degree, intended for use in the educational process for a specific educational (training) program;

8) an expert - an individual who has the appropriate qualifications and experience of at least five years in the field of education, science, technology and other industries, involved in the expert examination;

9) an educational edition on electronic media – an edition presented as a combination of digital, text, graphic, audio, video and other information that is intended to automate learning, corresponds to the training course and provides various types of educational work.

**Footnote. Paragraph 3 as amended by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .**

4. In order to increase the effectiveness of the educational and methodological support of the educational process and stimulate the work of the teaching staff at the Academy, a competition shall be held for the best educational publication, teaching materials.

The order of the competition shall be determined by the Academy independently.

## **2. The procedure for the preparation of educational editions, academic and methodological complexes**

5. The preparation of educational editions, teaching materials shall be carried out by the author (team of authors) in accordance with the SCES, standard curricula and standard academic programs for a subject (discipline), taking into account the following requirements:

- 1) the inclusion of the most relevant knowledge on the subject (discipline);
- 2) the reliability of the presented educational and methodological material;
- 3) accounting for the contingent of students (taking into account the type of educational program);
- 4) professional, practical orientation of the content of educational material.

6. The composition of the authorial team of educational editions, teaching materials shall include scientists, teachers, researchers, law enforcement officers, specialists and methodologists on the profile of the educational publication.

7. Prepared textbooks and academic-methodical complexes shall be considered at meetings of the corresponding department of the institutes of postgraduate education (hereinafter - IPE), professional development (hereinafter - PD), the Center of the Interdepartmental Research Institute (hereinafter - the IRI) of the Academy.

In the process of consideration, educational editions and teaching materials shall be checked for borrowings in the manner prescribed by the order of the rector of the Academy.

**Footnote. Paragraph 7 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12. 2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .**

7-1. According to the results of the review of educational editions, AMC, the chairs of IPE, PD, the center of the Research Institute of the Academy shall make one of the following decisions:

1) on the direction of the educational edition, teaching materials for scientific and pedagogical expert examination;

2) on the revision of the educational publication, AMC.

The decision to finalize the educational edition, the teaching materials shall be made in cases where the result of the check for the presence of borrowings in them is less than the acceptable level established by the order of the rector of the Academy.

An extract from the minutes of the meeting of the chair, center shall be sent to the author (team of authors) within three working days after the decision is made.

**Footnote. The Rules are supplemented by paragraph 7-1 in accordance with order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

8. If there is a positive expert opinion, the educational edition, the teaching materials shall be subject to review at a meeting of the educational and methodical council of the Academy (hereinafter - the EMC of the Academy) and the Academic Council of the Academy.

### **3. The order of expert examination of educational editions, academic and methodological complexes**

9. In order to assess the conformity of the content of educational editions and teaching materials proposed for the use in educational activities with the requirements of the State Compulsory Educational Standards , standard curricula and academic programs, scientific research, learning objectives, development of students, and the modern requirements of psychological and pedagogical science, their expertise shall be carried out.

10. The expert examination shall be organized by the structural division of the Academy, which oversees editorial and publishing activities (hereinafter - the division).

Footnote. Paragraph 10 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .

11. The author (team of authors) shall submit to the Division the following materials for the expert examination of the educational publication or the teaching materials:

1) a report (application) in any form on the examination of the educational publication, teaching materials, where the author (team of authors) is indicated in accordance with its title page, name, language of the publication;

2) an extract from the minutes of the meeting of the department of IPE, PD, center of the Research Institute;

3) two copies of educational editions, teaching materials, or a CD / DVD-ROM for an electronic educational publication;

4) an explanatory note to the educational publication, teaching materials, which contains the basic conceptual ideas of the publication, the relevance of development, implementation of the requirements of the State Educational Standard, a standard curriculum;

5) two reviews - internal and external;

6) installation guide and user guide in free form - for electronic educational editions, teaching materials;

7) a certificate, a report from the Academy on the results of checking the educational publication, the teaching materials for the presence of borrowings in them.

Footnote. Paragraph 11 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .

12. To conduct an expert examination of educational editions, the teaching materials, the department shall involve experts of no more than three people from among the faculty, employees of the Academy who have a scientific degree (candidate of sciences, doctors of sciences) or doctoral degrees (PhD), practitioners who are specialists in the field in which the educational publication, AMC are prepared.

Footnote. Paragraph 12 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .

13. The full package of documents submitted by the author (team of authors) shall be transferred to the experts.

14. The expert examination of one educational edition, the AMC shall be organized within sixty working days after the adoption of the relevant decision at a meeting of the chair of IPE, PD, the center of the Academy of Scientific Research.

Footnote. Paragraph 14 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .

15. The expert opinion shall indicate one of the following decisions:

- 1) recommended for publication and (or) use in the educational process;
- 2) requires improvement;
- 3) not recommended for publication and / or use in the educational process.

**Footnote. Paragraph 15 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .**

16. The author (team of authors) shall be notified by the Division of the results of the expert examination within three business days after the expert opinion is issued.

17. Based on the positive conclusion of the EMC experts, the Academic Council of the Academy shall recommend the educational edition, the teaching materials for publication and (or) use in the educational process.

**Footnote. Paragraph 17 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .**

18. In case of disagreement of the author (the team of authors) with the results of the expert examination, by decision of the chair of the IPE, PE, the center of the Research Institute of the Academy, an additional expert examination of educational editions, the CMD, shall be carried out, the production of which shall be entrusted to other experts in accordance with paragraph 12 of these Rules.

Additional expert examination shall be organized by the division.

**Footnote. Paragraph 18 as reworded by order of the Prosecutor General of the Republic of Kazakhstan No. 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day of its first official publication) .**

19. Training editions developed on the basis of the conclusion of experts, teaching materials, shall undergo expert examination in accordance with paragraphs 11-14 of these Rules.

20. In the event that the experts again make a conclusion on the completion of the educational edition, the AMC, their subsequent expert examination shall be carried out no earlier than one year after the relevant decision is made.

#### **4. The procedure for approbation, monitoring and publishing educational editions and academic-methodical complexes**

21. Approbation of newly developed educational editions shall be carried out during one academic year.

22. Approbation shall be carried out with the aim of the subsequent implementation of the educational edition in the educational process .

23. Approbation of the teaching materials (or its individual elements) shall be carried out for at least one academic year.

24. Approbation of educational editions, teaching materials shall be carried out in educational institutions.

25. The results of approbation shall be considered at a meeting of the EMC of the Academy with the participation of the author (team of authors) to decide on the possibility of using the educational publication, the teaching materials in educational activities.

If there are suggestions for improving the educational publication, teaching materials developed as a result of approbation, they shall be subject to transfer to the Division for accounting when monitoring educational editions, teaching materials.

The decision of the EMC shall be valid for one year from the date of its adoption.

26. Monitoring of educational editions, teaching materials shall be carried out by the Division systematically in order to:

1) analysis of the educational process, curricula at the Academy with modern educational editions;

2) improving the quality of educational editions, educational and methodological complexes used in the educational process and the need for their updating.

Based on the monitoring results, the Division shall develop proposals and submit them for consideration by the EMC and the Academic Council of the Academy.

27. In order to introduce positive experience, the Academy shall exchange its own educational editions, with their subsequent introduction into the educational process of educational organizations.

28. Educational editions, teaching materials shall be published at the expense of the Academy and / or the author (team of authors).

The issue of the educational publication, the teaching materials shall be carried out on the basis of the decision of the EMC and the Academic Council of the Academy.

29. Editing and typesetting of the educational edition, teaching materials, shall be provided by the Division, after which they are rolled out.