

On the approval of the rules for providing textbooks and teaching and methodological complexes for students and pupils of state organizations on education

Unofficial translation

Order of the Minister of Education and Science of the Republic of Kazakhstan on January 28, 2016 No. 91. Registered with the Ministry of Justice of the Republic of Kazakhstan on February 26, 2016 No. 13288.

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In accordance with subparagraph 48) of Article 5 of the Law of the Republic of Kazakhstan "On education" **I hereby ORDER:**

Footnote. The preamble - in the wording of the order of the Minister of Education of the Republic of Kazakhstan dated 03.07.2023 № 194 (shall enter into force after the day of its first official publication).

1. To approve the attached Rules for providing textbooks and educational- methodical complexes of students and pupils of state educational organizations.

2. The Committee for Control in the Field of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan, in the manner prescribed by law, shall ensure:

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

2) within ten calendar days after the state registration of this order, send a copy of it for official publication in periodicals and the Legal Information System Әділет , as well as in the Republican State Enterprise on the right of economic management “Republican Center for Legal Information 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;

3) the placement of this order on the official Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan;

4) within ten business days after the state registration of a standing order with the Ministry of Justice of the Republic of Kazakhstan, the provision to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan of information on the implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph.

3. The control over the execution of this order shall be assigned to the Chairman of the Committee for Control in the Sphere of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan S.N. Nyusupov

4. This order becomes effective upon expiration of ten calendar days after the day of its first official publication.

Rules for the provision of textbooks and educational and methodological complexes for students and pupils of state educational organizations

Footnote. Rules - in the wording of the order of the Minister of Education and Science of the RK dated 29.07.2020 № 324 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. These Rules for providing textbooks and educational and methodological complexes of students and pupils of state educational organizations (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 48) of Article 5 of the Law of the Republic of Kazakhstan "On education" for the purpose of timely and complete provision of textbooks and educational complexes (hereinafter referred to as the EC) educational organizations implementing general educational programs of primary, basic secondary education, general secondary education, specialized general educational and special educational programs based on the state order (hereinafter referred to as the education organization).

Footnote. Paragraph 1 - in the wording of the order of the Minister of Education of the Republic of Kazakhstan dated 03.07.2023 № 194 (shall enter into force after the day of its first official publication).

2. These Rules establish the order of provision of textbooks and teaching materials to students of state educational institutions, terms of execution, functions of the Ministry of Education of the Republic of Kazakhstan (hereinafter referred to as the Ministry), its subordinate organisation - the Republican Scientific and Practical Centre of Education Content Expertise (hereinafter referred to as RSPC ECE), territorial departments of the Quality Assurance Committee in the field of education of the Ministry (hereinafter referred to as Departments), local executive bodies in the field of education and educational institutions.

Footnote. Paragraph 2 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall be put into effect ten calendar days after the date of its first official publication).

3. Students and pupils of the educational organizations implementing general education training programs of primary, main secondary, general secondary education, specialized general education and special training programs irrespective of the social status according to Article 47, paragraph 3, subparagraph 7), of the Law of "On Education" dated July 27, 2007

shall be provided with free textbooks, EMC, including electronic textbooks, to the extent foreseen by the education authorities for the school year, at the expense of local and republican budgets.

4. The basic concepts used in this Rules shall be:

1) monitoring the provision of educational organizations with educational literature - collecting, storing, processing and disseminating information on the progress of providing educational publications (results of state procurement of educational publications by educational organizations, results of conclusion of contracts for sending educational publications by publishing houses and delivery of educational publications by transport companies, selection by schools of textbooks and EC from among alternative textbooks included in the List of textbooks for secondary education organizations, educational and methodological complexes for preschool organizations, organizations of secondary education, including in electronic form (hereinafter referred to as the List), the state of the book fund in school libraries);

2) publishing house - an enterprise that shall prepare and publish textbooks, EMC and teaching aids;

3) textbook - a type of educational publication (paper or electronic), containing a systematized presentation of the educational subject corresponding to the State mandatory standard of education, a standard curriculum;

4) educational and methodological complex (UMC) - a set of educational and methodological publications accompanying the textbook and aimed at providing that students shall learn the content of educational subjects (disciplines), including a methodological guide for the teacher, textbook, workbooks for grades 1 and 2, a collection of dictation, a collection of tasks and exercises, cartographic maps, including on electronic media;

5) an electronic textbook - a software-methodological training complex corresponding to a typical curriculum and providing an opportunity for a student to learn a training course or its section on-line, perform tasks and evaluate their educational achievements independently or with the help of a teacher.

Footnote. Paragraph 4 as amended by the order of the Minister of Education of the Republic of Kazakhstan dated 03.07.2023 № 194 (shall enter into force after the day of its first official publication).

Chapter 2.

Procedure for provision of educational organizations with textbooks, educational and methodological complexes and teaching materials, including electronic textbooks

5. Providing library stock of the organizations of education with textbooks and EMC, including the electronic textbooks having entered the List shall be carried out by acquisition every 5 (five) years for levels of primary, main secondary, general secondary education and every 6 (six) years for the organizations of vocational education and an annual acquisition of

necessary number of textbooks and EMC, including electronic textbooks, according to the contingent of students.

6. The republican organizations of education and also the compatriots studying at foreign schools according to the international agreements shall be provided with textbooks and EMC at the expense of means of the republican budget.

7. Education organizations annually until May 31 conduct an inventory of the book fund for the sufficiency of the number of textbooks and ECs per contingent of students and issue textbooks and ECs to students for the next academic year from the book fund.

Footnote. Paragraph 7 - in the wording of the order of the Minister of Education of the Republic of Kazakhstan dated 03.07.2023 № 194 (shall enter into force after the day of its first official publication).

8. Local executive bodies annually till September 30 shall define the expected number of students in the organizations of education the next academic year taking into account the contingent of students and pupils and on the basis form requests for acquisition of textbooks and EMC, including electronic textbooks, the forthcoming academic year.

9. Excluded by the order of the Minister of Education of the Republic of Kazakhstan dated 03.07.2023 № 194 (shall enter into force after the day of its first official publication).

10. Publishing houses annually no later than October 30 shall post on the websites of the organizations preliminary price lists on textbooks and EMC for formation of the budgetary request by local executive bodies for acquisition of textbooks and EMC.

11. In accordance with subparagraph 67) of Article 5 of the Law of the Republic of Kazakhstan "On education," the Ministry annually shall approve the List until March 28 and post it on the website of the Ministry for familiarization of educational organizations and publishing houses.

Footnote. Paragraph 11 - in the wording of the order of the Minister of Education of the Republic of Kazakhstan dated 03.07.2023 № 194 (shall enter into force after the day of its first official publication).

12. Within five working days after the approval of the List, price lists on the textbooks and EMC included in the List shall be posted on the websites of publishing houses.

13. Under the Rules for the Selection of Textbooks and Teaching Packages by Teachers of State Educational Institutions, approved by order of the Minister of Education of the Republic of Kazakhstan № 491 of December 9, 2022 (recorded in the Register of State Registration of Regulatory Legal Acts under № 31060), methodological associations of educational institutions or teachers of educational institutions that have no methodological associations shall select textbooks and teaching materials for the upcoming academic year and submit applications as per Annex 1 hereto.

Footnote. Paragraph 13 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall come into force ten calendar days after the date of its first official publication).

14. The school librarian on the basis of solutions of methodical associations or the selection of teachers of the educational organizations where there shall not be methodical associations till April 10 through the National educational database (hereinafter referred to as NEDB) shall request for acquisition of textbooks and EMC, including electronic textbooks.

15. Local executive bodies annually till April 15 on the basis of the applications included the organizations of education in NEDB shall send to publishing houses the request for acquisition of textbooks and EMC, including electronic textbooks.

16. Annually, before April 25, local executive bodies shall enter into contracts with publishers, which produce textbooks and teaching materials, under the Civil Code of the Republic of Kazakhstan, stating conditions specified in paragraphs 24 and 24-1 hereof, based on applications of educational institutions.

Footnote. Paragraph 16 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall become effective ten calendar days after the date of its first official publication).

17. Local executive bodies shall enter into contracts with publishers producing textbooks and teaching materials upon the conclusion of a sanitary and epidemiological examination of educational publications for their compliance with order № KR DSM-124 of the Minister of Health of the Republic of Kazakhstan of December 2, 2021 “On Approval of Hygienic Standards for Textbooks” (recorded in the Register of Regulatory Legal Acts under № 25657)

Footnote. Paragraph 17 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall go into effect ten calendar days after the date of its first official publication).

18. Local executive bodies annually till April 30 shall organize procedures of public procurement by definition of potential suppliers of service in delivery of textbooks and EMC from the publishing houses making release of textbooks and EMC to the organizations of education.

19. Local executive bodies annually till August 1 shall organize acquisition and delivery of textbooks and EMC to the organizations of education implementing general education training programs of primary, basic secondary, general secondary education, specialized general education and special training programs in the volume predicted by educational bodies the forthcoming academic year.

20. Local executive bodies till August 10 shall carry out distribution of textbooks and EMC, including electronic textbooks, according to the applications of the organizations of education included in NEDB.

21. Local executive bodies annually shall send to the Ministry final information on provision with textbooks and EMC, including electronic textbooks, the organizations of education by forthcoming academic year till August 10 and information on provision with other parts of textbooks and EMC (if any) till December 5.

22. Upon submitting the textbooks for expertise under the Rules for Preparation, Expertise, Approval and Monitoring, Publication of Textbooks for Secondary Educational Institutions and Teaching and Methodological Complexes for Preschool and Secondary Educational Institutions, approved by order № 344 of the Minister of Education and Science of the Republic of Kazakhstan of July 24, 2012 (recorded in the Register of Regulatory Legal Acts under № 7876) publishers shall forward an electronic version of the textbook to the RSPC ECE for posting on its Internet site for public consultation.

Footnote. Paragraph 22 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall become effective ten calendar days after the date of its first official publication).

23. RSPC ECE jointly with the Departments, shall perform quarterly monitoring from June 1 to September 10, during which local executive bodies shall submit data on deliveries, publishers shall submit data on shipments.

Footnote. Paragraph 23 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall be put into effect ten calendar days after the date of its first official publication).

24. The publisher shall replace textbooks and teaching materials acquired by the local executive authorities under a public procurement contract at their own expense in the following cases:

- 1) detection of polygraphic defects;
- 2) finding mistake(s) and (or) other defects as a result of the publisher deviating from the version approved by the subject expert commission.

Footnote. Paragraph 24 as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall become effective ten calendar days after the date of its first official publication).

24-1. If a polygraphic defect is detected, the publisher shall replace textbooks and teaching materials with polygraphic defects.

When mistakes are found as a result of the publisher deviating from the version approved by the subject expert committee, the publisher shall replace the entire print run once the detected mistakes have been corrected.

Footnote. The Rules have been supplemented by paragraph 24-1 under order of the Minister of Education of the Republic of Kazakhstan № 19 of 26.01.2023 (shall be enforced ten calendar days after the date of its first official publication).

25. The school librarian till September 10 shall enter in NEDB data on textbooks and EMC, including the electronic textbooks brought to the organization of education.

26. From September 10 to November 10, the RSPC ECE shall monitor the compliance of the textbooks and teaching materials purchased with the requests of methodological associations or teachers (in the absence of methodological associations) as per the NEDB.

Footnote. Paragraph 26 as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall become effective ten calendar days after the date of its first official publication).

27. Through the NEDB, the RSPC ECE shall monitor on an ongoing basis the condition of school libraries and the process of replenishing school libraries with textbooks and teaching materials, including e-textbooks, fiction, popular science and educational and methodological literature, and shall submit recommendations to the local executive authorities in the light of its results.

Footnote. Paragraph 27 - as reworded by order of the Minister of Enlightenment of the Republic of Kazakhstan № 19 of 26.01.2023 (shall take effect ten calendar days after the date of its first official publication).

28. Local executive bodies if necessary carry out redistribution of textbooks and EMC between the organizations of education in the region, the city, oblast.

Annex to Rules
for providing textbooks
and educational and methodological
complexes of students, pupils of state
educational organizations

Form

Head of the library

(name of education organization)

(last name, first name, patronymic
(if any) head of the library)

from _____

(name of methodical
associations or last name, first name
patronymic (if any) of the teacher

Application for selection of textbooks or EMC

№	Name of the textbook or EMC	Grade	Publishing center	Authors	Publication year	Number (pieces.)

Signatures of members of the methodological association or signature of the teacher

Date of application _____ " ____ " , 20 ____

Accepted: _____

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(last name, first name, patronymic (if any) (signature)

