

On approval of the Rules for the Organization of the Work on the Preparation, Examination, Approval, Publication and Monitoring of Educational Editions and Academic and Methodological Complexes in Military Educational Institutions Subordinate to the Ministry of Defence of the Republic of Kazakhstan, with the Exception of Secondary Education Organizations

Unofficial translation

Order of the Minister of Defence of the Republic of Kazakhstan No. 34. dated January 22, 2016 It was registered with the Ministry of Justice of the Republic of Kazakhstan on February 26, 2016 under No. 13294.

Unofficial translation

In accordance with subparagraph 8) of Article 5-1 of the Law of the Republic of Kazakhstan "On Education", **I HEREBY ORDER:**

Footnote. Preamble - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 26.01.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

1. That the attached Rules for the Organization of Work on the Preparation, Examination, Approval, Publication and Monitoring of Educational Editions and Academic and Methodological Complexes in Military Educational Institutions Subordinate to the Ministry of Defence of the Republic of Kazakhstan, with the Exception of Secondary Education Organizations shall be approved.

2. The head of the Department of Education and Science of the Ministry of Defence of the Republic of Kazakhstan shall:

- 1) in the manner prescribed by law, send this order to the Ministry of Justice of the Republic of Kazakhstan for state registration;
- 2) within ten calendar days after state registration, send a copy hereof to periodicals and to Adilet, the legal information system for official publication;
- 3) after official publication, post this order on the Internet resource of the Ministry of Defence of the Republic of Kazakhstan.

3. Deputy Minister of Defense of the Republic of Kazakhstan in charge of military education shall oversee the execution of this order.

Footnote. Paragraph 3 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

4. The order shall be brought to the officials in the part concerning them.

5. This order shall become effective ten calendar days after the day of its first official publication.

*Minister of Defence
of the Republic of Kazakhstan*

I. Tasmagambetov

Approved
by order of the Minister of Defence of the
Republic of Kazakhstan
№ 34 dated January 22, 2016

Rules for the Organization of the Work on the Preparation, Examination, Approval, Publication and Monitoring of Educational Editions and Academic and Methodological Complexes in Military Educational Institutions Subordinate to the Ministry of Defence of the Republic of Kazakhstan, with the Exception of Secondary Education Organizations

1. General Provisions

1. These Rules for organizing work on the preparation, examination, approbation, publication and monitoring of educational publications and educational and methodological complexes in military educational institutions subordinate to the Ministry of Defense, except for secondary education organizations (hereinafter referred to as the Rules) shall determine the procedure for the preparation, examination, approbation, publication and monitoring of educational publications and educational and methodological complexes in the Higher military school and the Military College of the Ministry of Defense of the Republic of Kazakhstan (hereinafter referred to as the Military College), subordinate to the Ministry of Defense of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Defense of the Republic of Kazakhstan).

Footnote. Paragraph 1 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 26.01.2023 2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

2. The following terms and definitions are used in these Rules:

1) author - an individual who has created an educational edition, educational and methodical complex, work, scientific research, invention and others;

2) corporate authors - a group of individuals acting as a collective author;

3) educational edition – an edition containing systematized material on the relevant scientific and practical knowledge areas, providing creative and active mastering of knowledge, skills and abilities in this area by students, set out in a form convenient for studying and teaching;

4) textbook - an educational edition containing its systematic presentation of the academic discipline (or its part, section) in print and / or electronic form.

The textbook shall set out a system of basic knowledge required for students to learn at military schools of the Ministry of Defence of the Republic of Kazakhstan;

5) Excluded by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

6) Approval of educational editions and educational complexes - a comprehensive study of the practice of using educational editions and educational complexes in the educational process;

7) monitoring of educational editions and educational complexes - the procedure for obtaining complete, reliable and comprehensive information on the provision of the educational process with modern educational editions and educational complexes;

8) educational-methodical complex - a set of individual educational and methodological materials aimed at ensuring that students learn the content of education in the academic discipline;

9) expert examination of educational editions - an assessment conducted by experts on the subject of compliance of the content of educational editions with the curriculum of disciplines ;

10) expert examination of the educational-methodical complex - an assessment conducted by experts on the subject of compliance with the design and content of the educational-methodical complex with the requirements for their development;

11) review of educational editions - an assessment conducted by reviewers on the subject of compliance with the curriculum, as well as the degree of relevance of the issues covered, the completeness and depth of coverage of all topics;

12) Educational and Methodological Board of the HMEI - advisory body on the educational-methodological activities of the Higher Military Educational Institution;

13) Academic Council of the Higher military school - a consultative and advisory body on the scientific activities of the Higher military school;

14) educational and methodological commission of the faculty of a Higher military school - a consultative and advisory body on the educational and methodological activities of the faculty of a Higher military school;

15) pedagogical council - a consultative and advisory body on the educational.

Footnote. Paragraph 2 with amendments entered by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication); № 49 dated 26.01.2023 (shall be enforced ten calendar days after the day of its first official publication).

2. The order of the organization of the work on the preparation of educational editions of the HMEI

3. Based on the monitoring of educational publications, the head of the department of the Higher military school (hereinafter referred to as the Head of the department) shall form an application for the development and/or revision of educational publications for the academic

year in the form, in accordance with Annex 1 to these Rules, and shall be submitted to the educational and methodological department of the Higher military school one month before the start of the school year.

Footnote. Paragraph 3 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated January 26, 2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

4. Based on the requests of the heads of departments, the Educational and Methodological Department shall develop a Plan for the release of educational publications of the Higher military school for the academic year indicating the name of the educational publication, department, author (group of authors), volume, circulation, deadline, which shall be considered at a meeting of the educational and methodological council and approved by the head of the Higher military school before the start of the academic year.

Footnote. Paragraph 4 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated January 26, 2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

5. The author or the team of authors (hereinafter referred to as the Author) shall draw up a plan for the preparation of the educational edition, which shall include a table of contents (sequence and names of sections and / or chapters and topics), deadlines for each structural element. The plan for the preparation of the educational edition shall be considered at a meeting of the department and approved by the head of the department.

6. The author shall report monthly at a meeting of the department on the progress of work in accordance with the training plan for the educational edition.

7. Basic principles and requirements for the educational edition:

- 1) compliance with the curriculum of the relevant discipline;
- 2) serves as the main guide for students;
- 3) sets out the fundamentals of the corresponding branch of science without overloading the teaching material with unnecessary details;
- 4) is based on reliable scientific generalizations and highlights the achievements of modern domestic and world science;
- 5) they are distinguished by their brevity and clarity of presentation, clarity of the limits, as well as the accuracy and complete reliability of the information provided;
- 6) contains at the end of each topic at least five control questions for self-control of students' knowledge or sample tasks for independent work;
- 7) contain references to the sources of borrowing, a list of basic and additional literature, as well as Internet resources for further in-depth and independent work on this discipline.

8. The main structural elements of the educational edition shall be:

1. Introduction;
- 2) text (basic, additional, explanatory) distributed in sections and / or chapters, topics;
- 3) illustrative auxiliary material;

- 4) apparatus for the assimilation of knowledge (questions for self-control, tasks and/or tests);
- 5) orientation apparatus (list of abbreviations and symbols, indexes, table of contents);
- 6) links to borrowing sources, a list of recommended literature (primary and secondary), Internet resources (if necessary);
- 7) a glossary.

In addition, educational editions may additionally include other structural elements (applications, opening remarks, epigraphs), etc.

9. The educational edition volume shall be determined by the number of credits allocated for studying of the discipline, taking into account its specificity, place and importance in the specialist training. At the same time, the volume of the textbook shall be at least 7 printed sheets (112 pages of A4 format).

Footnote. Paragraph 9 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

10. The design of educational editions for HMEIs and the Military College shall be determined by the structural unit in charge of military education.

Footnote. Paragraph 10 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

11. The author, upon completion of the work, shall submit the manuscript of the textbook in triplicate to the head of the department, who appoints two representatives from the department, or, if necessary, attracts representatives from other departments, or structural units of the university (who has not participated in the development of this textbook) to study the manuscript.

Representatives of other departments shall submit their feedback no later than two weeks after receiving the manuscript of the educational edition, the chief of the department shall also provide their feedback.

12. At a meeting of the department (course) the Author shall provide a presentation of the educational publication, and the head of the department (course) shall read out reviews. Taking into account the presented presentation and feedback, the department (course) shall make a positive or negative conclusion, which shall be reflected in the minutes of the meeting of the department (course) in the form, according to Annex 2 to these Rules.

In case of a positive conclusion, the manuscript of the educational publication in three copies, together with an extract from the minutes of the meeting of the department (course), shall be sent to the educational and methodological commission of the faculty of the Higher military school, and in case of its absence, to the meeting of the department (course).

In case of a negative conclusion, the Author shall be given no more than one month for revision, after which the consideration of the manuscript of this educational publication shall be resubmitted to the meeting of the department (course).

Footnote. Paragraph 12 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 01/26/2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

13. The educational and methodological commission of the faculty of a Higher military school, after receiving the manuscript of the educational publication and an extract from the minutes of the meeting of the department, shall determine three reviewers, and in the absence of an educational and methodological commission of the faculty of the Higher military school, reviewers shall be appointed at a meeting of the department (course), which shall be:

- 1) a representative of another department or structural unit of the university;
- 2) a representative of a related department or structural unit of another higher education institution (scientific institution);
- 3) a representative of the employer in the speciality, in the preparation of which the manuscript of the educational publication was developed.

According to the decision of the educational and methodological commission of the faculty of the Higher military school (meetings of the department, course), additional reviewers shall also be appointed.

Footnote. Paragraph 13 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 01.26.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

14. The review shall provide a comprehensive, qualified, objective and reasoned assessment of the manuscript of the educational edition according to the following parameters, in the form in accordance with Appendix 3 to these Rules:

- 1) the relevance of topics covered in accordance with the latest achievements of military science, as well as the current state of the Armed Forces of the Republic of Kazakhstan;
- 2) the justification of the volume of material (the correspondence of the volume of material in pages, the nature of the material being presented, that is, an analysis of the "density" of the material);
- 3) the completeness and depth of coverage of educational material;
- 4) the availability of a sufficient number of explanations necessary for understanding the material (comments, figures, tables, diagrams, applications), the quality and sufficiency of illustrative material, tasks.
- 5) the level of layout of the material (how successful is the sequence of presentation, the breakdown into paragraphs);
- 6) the level of literacy and clarity of presentation (language of presentation).

The concluding part of the review shall contain substantiated recommendations on the appropriateness of using this manuscript of the educational edition in the educational process.

The review shall be signed by the author indicating the place of work of the reviewer, position, academic rank and degree. The signature shall be certified by a seal, and the date shall be put.

15. If the Author, according to the comments of reviewers, revises the manuscript sufficiently (more than 50% of the text), then he shall report this to the head of the department within two weeks, who shall decide to re-discuss this revised manuscript of the educational edition at the department.

16. The review period shall not exceed one month. Control over timely and quality peer review shall be assigned to the head of the structural unit to which the manuscript of the educational edition shall be sent for peer review.

In case of untimely submission of the review, the HMEI shall send information to the structural unit overseeing the issues of military education.

Footnote. Paragraph 16 as reworded by order of the Minister of Defence of the Republic of Kazakhstan № 172 dated March 18, 2019 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

17. At a meeting of the educational and methodological commission of the faculty of the Higher military school (at a meeting of the department, course), the Author shall provide a presentation of the educational publication, the chairman of the educational and methodological commission of the faculty of the Higher military school (head of the department, course) shall read out the reviewers' feedbacks. Taking into account the presented presentation and reviewers' feedback, the educational and methodological commission of the faculty of the Higher military school (department, course) shall make a positive or negative conclusion.

In case of a positive conclusion, the manuscript of the educational publication in three copies, together with an extract from the minutes of the meeting of the educational and methodological commission of the faculty of the Higher military school (with an extract from the meeting of the department, course) and reviews, shall be sent to the meeting of the Academic Council of the Higher military school.

In case of a negative conclusion, the Author shall be given no more than one month for revision, after which the consideration of the manuscript of this educational publication shall be re-submitted to a meeting of the educational and methodological commission of the faculty of the Higher military school (at a meeting of the department, course) with the possible appointment of new reviewers.

Footnote. Paragraph 17 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 01.26.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

3. The procedure of expert examination of educational editions of the HMEI

18. The expert examination procedure for educational editions shall be organized and coordinated by the academic council of the Higher Military Education Institution.

19. The author of the textbook shall present the following documents to the academic council of the HMEI:

- 1) manuscript of the educational edition in triplicate;
- 2) an extract from a meeting of the educational-methodical commission of the faculty of the HMEI;
- 3) referee reports.

20. The Academic Council of the Higher School of Higher Education at its meeting creates an expert commission composed of at least three specialists. The Scientific Council attracts representatives of the Higher Educational Institution of Higher Education, not included in the Scientific Council of the Higher Educational Institution of Higher Education, for inclusion in the composition of the expert commission.

21. Examination of the manuscript of the educational edition is carried out in a period of not more than 20 calendar days from the date of submission of materials to the expert commission.

22. The expert opinion on the educational edition, the manuscript of the educational edition is drawn up according to the form in accordance with Appendix 4 of these Rules.

The expert opinion on the results of the examination contains one of the following conclusions:

- 1) in the case of a positive expert opinion - “it is recommended for use in the training process”;
- 2) if there are comments in the expert opinion that need to be eliminated - “requires improvement”;
- 3) in the case of a negative expert opinion - “not recommended for use in the educational process”.

23. The chairman of the expert committee shall report on the results of the examination at a meeting of the Academic Council of the Higher military school.

Footnote. Paragraph 23 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 26.01.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

24. An extract from the minutes of the Academic Council of the Higher Education Institution, an expert opinion, referee reports and a manuscript of the educational edition shall be sent to the educational and methodical council, which at its meeting shall decide on the educational edition.

25. Excluded by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

26. If the textbook is the educational edition, the following procedures shall be carried out

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1) in case of a positive decision by the educational-methodical council of the military higher education institution, an excerpt from the minutes of the meeting of the educational-methodical council, expert opinion, reviews, and the manuscript of the textbook in three copies are sent to the educational-methodical council of the National Defense University of the Republic of Kazakhstan (hereinafter referred to as NDU). In case of preparation of the textbook manuscript in the NDU and a positive decision of the educational-methodical council, a corresponding extract from the minutes of the meeting shall be made.

2) in case of a decision on the need to eliminate the comments, the manuscript of the textbook shall be re-submitted for consideration by the academic council of the HMEI after being finalized according to the comments reflected in the expert opinion, without re-examination. It shall be enough for the author to submit the revision to the experts and get their approval. Further, the materials shall again be submitted to the educational council;

3) in the case of a negative decision, the manuscript of the textbook shall be sent for re-discussion at the educational-methodical commission of the faculty of the HMEI and shall be resubmitted for consideration by the academic council of the HMEI after revision based on the comments reflected in the expert opinion, but not earlier than a month after the rejection. Repeated expert examination shall be carried out on a common basis. Further, the materials shall again be submitted to the Educational and Methodological Board.

Footnote. Paragraph 26 as amended by order of the Minister of Defence of the Republic of Kazakhstan № 172 dated 18.03.2019 (shall be enforced upon expiry of ten calendar days after the day of its first official publication); dated 29.01.2024 № 64 (shall be enforced after ten calendar days after the date of its first official publication).

27. The Educational and Methodological Board of the NUD shall determine the commission for assigning the form heading of the textbook of at least three people. The composition of the commission shall include both representatives of NUD and representatives of other higher educational institutions, as well as structural divisions of the Ministry of Defence, General Staff and Armed Forces of the Republic of Kazakhstan. The commission shall consider the submitted materials (extract from the minutes of the meeting of the educational and methodological council, expert opinion, referee reports, manuscript of the textbook in triplicate) and shall give an opinion in a period of not more than one month, which shall be approved at the meeting of the educational and methodical council of the NUD. The conclusion shall confirm the compliance of the contents of the manuscript of the textbook with the basic principles and requirements set forth in paragraphs 7, 8, 9 of these Rules, and shall formulate the conclusion on the appropriateness of the official approval of the educational edition as a textbook, offer the form of issue and pressrun.

28. When approving the positive conclusion of the commission for assigning the textbook mark, the corresponding extract from the minutes of the meeting of the educational and methodical council of the NUD and materials (extract from the minutes of the meeting of the educational and methodical council of the NUD, the conclusion of the commission for assigning the textbook mark, referee reports, manuscript of the textbook in triplicate) shall be sent to the structural unit in charge of military education.

Footnote. Paragraph 28 as reworded by order of the Minister of Defence of the Republic of Kazakhstan № 172 dated 18.03.2019 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

29. When approving the negative conclusion of the commission on assigning the textbook form heading, the corresponding extract from the minutes of the meeting of the educational and methodical council of the NUD and materials (extract from the minutes of the meeting of the training and methodological council of the NUD, the conclusion of the commission on assigning the form heading of the textbook, review, manuscript of the textbook in triplicate) shall be sent to the Educational and Methodological Board of the Higher Education Institution, or to the educational-methodical commission of the faculty of the HMEI (if the manuscript has been prepared at the NUD) for revision with the indication of the term for repeated procedure of expertise.

30. The structural subdivision in charge of military education issues shall submit its conclusion on the assignment of a textbook mark within a month from the moment the materials are received.

Footnote. Paragraph 30 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 № 272 (shall be enforced ten calendar days after the day of its first official publication).

31. If the decision is positive, the structural unit in charge of military education issues shall send an appropriate opinion to the Educational and Methodological Board of the NUD, indicating the form of release, pressrun and the recommended term of issue. The textbook shall be marked: "Recommended by the Ministry of Defence of the Republic of Kazakhstan as a Textbook for Higher Military Educational Institutions.

Footnote. Paragraph 31 as reworded by order of the Minister of Defence of the Republic of Kazakhstan № 172 dated 18.03.2019 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

32. In the case of a negative decision, the materials shall be returned to the Educational and Methodological Board of the NUD without implementation, indicating the reasons for the refusal and the deadline for revision, indicating the time period for the repeated examination procedure.

4. The order of Approval of educational editions of the HMEI

33. Approbation of educational editions (hereinafter -approbation) shall be carried out by the HMEI within one academic year after the publication and shall apply to textbooks in order to determine their quality, including advisability of their further improvement.

Footnote. Paragraph 33 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

34. The coordinating body for approbation shall be the academic and methodological board. After one year of using the textbook, an approbation commission consisting of at least three members shall be formed at a meeting of the academic and methodological board. The commission shall comprise both representatives of the university and representatives of other HMEIs, as well as structural units of the Ministry of Defense, the General Staff and the Armed Forces of the Republic of Kazakhstan.

Footnote. Paragraph 34 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

35. Based on the results of the analysis, the Approval commission shall draw up the opinion of the commission on approving the educational edition in the form in accordance with Appendix 5 of these Rules.

36. The approbation commission shall make one of the following decisions regarding the study guide:

- 1) meets the requirements of the educational process;
- 2) requires revision (indicating the necessary changes);
- 3) recommended for publication as a textbook (subject to revision).

If a decision on the need for revision is taken, the author shall finalize it within one month and submit it for discussion, starting from the chair meeting level.

Footnote. Paragraph 36 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

37. In the case of a decision on the need for its issue as a textbook, this educational edition shall be included in the plan for the issuance of educational editions of the HMEI for the upcoming academic year.

38. At the Military College, the procedure for organizing work on the preparation, examination and approbation of educational editions shall be organized similarly to HMEIs, taking into account the structure of educational units.

Footnote. Paragraph 38 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

5. The order of the organization of the work on the preparation, examination and Approval of the educational complex of the HMEI

39. Educational-methodical complexes shall be developed annually in all disciplines of the academic year of each university.

Based on the monitoring of the educational and methodological complex, the head of the department shall determine:

- 1) a list of training complexes that need to be developed;
- 2) a list of training complexes that need to be finalized.

40. The educational-methodical complex shall be developed by the teacher (team of teachers) of the department (hereinafter - the Author), conducting classes in this discipline, in accordance with the structure of the educational-methodical complex, in form, according to Appendix 6 of these Rules.

41. The author shall present the educational complex by June 15 of the upcoming school year to the head of the department in print and electronic form.

42. Every year, at a meeting of the department until June 30 of the next academic year, educational and methodological complexes shall be considered and approved in all the disciplines of the department for the academic year.

The head of the department shall be responsible for the quality preparation of educational and methodological complexes that meet the requirements of the State Educational Standard, for the educational and technical and technical support of the relevant discipline. The educational and methodological materials included in the educational complexes shall reflect the current level of development of science, provide for a coherent presentation of the educational material, the use of modern methods and technical means of intensifying the educational process, allowing students to deeply master the educational material and gain skills in its use on practice.

43. Based on the results of the consideration, the professorial chair shall make a positive or negative conclusion.

In the case of a positive conclusion of educational-methodical complexes, together with an extract from the minutes of the department's meeting, it shall be sent to the educational-methodical commission of the faculty of the HMEI.

In the case of a negative opinion, the Author shall be given two weeks for revision, after which it shall be submitted again to a meeting of the chair.

In case of repeated rejection, the Author shall be subject to disciplinary action.

44. After receiving educational and methodical complexes, the Chairman of the educational and methodical commission of the faculty of the HMEI shall determine the plan for the expert examination of educational and methodical complexes with the experts for each educational complex, the terms of the examination.

45. The expert examination shall be carried out within one month in accordance with the requirements for the development of educational and methodological complexes. After the expert examination, all educational complexes shall be submitted to a meeting of the educational and methodical commission of the faculty of the HMEI with the results of the expert examination.

46. With a positive decision of the educational and methodical commission of the faculty of the HMEI, the educational and methodical complex shall be sent for publication.

In the case of a negative decision, the author shall be given two weeks to finalize, after which it shall be again submitted to a meeting of the educational-methodical commission of the faculty of the HMEI.

In case of repeated rejection, the Author and the head of the chair shall bear disciplinary responsibility.

47. The coordinating body for Approval of the newly developed educational-methodical complex shall be the educational-methodical commission of the faculty of the HMEI. After one year of using the training complex at a meeting of the training commission of the faculty of the HMEI, a commission for Approval of at least three people shall be created and a Chairperson shall be appointed. The commission may include both representatives of the faculty and representatives of other faculties of the university.

48. Based on the results of the analysis, the Approval commission shall draw up a conclusion. The conclusion on the testing shall reflect the following issues:

1) the level of achievement of educational results (analysis of the knowledge acquired by students);

2) the percentage of use in the learning process by students;

3) feedback from students and teachers.

49. The approbation commission shall make one of the following decisions regarding the academic and methodological complex:

1) meets the requirements of the educational process;

2) requires revision (indicating the required changes);

3) recommended for publication as a textbook (subject to revision).

Footnote. Paragraph 49 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

50. In the case of a decision on the need for improvement, the Author shall finalize it within one month and submit it for discussion in the established order, starting from the level of the department meeting.

51. In the event of a decision on the need for issuing it as a textbook, it shall be included in the Plan for the issuance of educational editions of the HMEI.

Footnote. Paragraph 51 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

6. The order of publication of educational editions and educational complexes

52. Based on a positive decision of the structural unit in charge of military education, the manuscript of the textbook in printed and electronic form with the relevant materials (conclusion of the structural unit in charge of military education, reviews) shall be sent to the printing house (editing and publishing department) of the Higher military school or educational and methodological military college administration.

Footnote. Paragraph 52 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 26.01.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

53. On the basis of a positive decision of the academic and methodological council (pedagogical council), the manuscript of the textbook in printed and electronic form with the relevant materials (extract from the minutes of the academic and methodological council or pedagogical council, reviews) shall be sent to the editorial and publishing unit.

Footnote. Paragraph 53 - as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

54. Based on the decisions presented, educational editions shall be published in print and / or electronic form.

55. The editorial and publishing department shall conduct pre -publishing preparation, including editing, adjustment, layout, design, etc.

56. The editorial and publishing department shall publish educational editions in copies and on the dates specified in the relevant decisions of the educational- methodical council (pedagogical council), or of the structural unit in charge of military education.

Footnote. Paragraph 56 as reworded by order of the Minister of Defence of the Republic of Kazakhstan № 172 dated 18.03.2019 (shall be enforced upon and within ten calendar days after the day of its first official publication).

57. Depending on the number of copies, the author shall receive 2-5 printed copies of the textbook for personal use (if the author is a team of authors, each co-author shall receive one printed copy).

58. Based on a positive decision of the educational-methodical commission of the faculty of the HMEI, the educational-methodical complex shall be electronically sent to the editorial and publishing department. All educational complexes shall be published in the format of an electronic software application before the start of the school year.

7. The procedure for monitoring educational editions and educational complexes

59. Monitoring of all educational editions and educational complexes (hereinafter referred to as monitoring) shall be carried out by the chair (cycle) annually before the start of the school year.

60. The basic principles of monitoring shall be as follows:

1) for each academic discipline, it is necessary to have at least one academic edition with a graduation year of at least five years from the moment of the academic year in which monitoring is carried out;

2) for each academic discipline, it is necessary to have an educational and methodological complex;

3) for each academic discipline, it is desirable to have at least one educational edition of a Kazakhstani author;

4) for each academic discipline, it is not necessary to have at least three educational editions available in the library resources of the university;

5) for each academic discipline, the availability of educational editions in the quantity necessary to cover all students in this discipline is necessary.

61. Based on the results of monitoring, the head of the department (course) shall draw up a report on the monitoring of educational publications and the educational and methodological complex, which shall be submitted to the educational and methodological department.

Footnote. Paragraph 61 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 26.01.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

62. Based on the monitoring report, the head of the chair (cycle) shall make:

1) a list of educational editions that need to be developed;

2) a list of educational editions that need to be finalized;

3) a list of training complexes that need to be developed;

4) a list of training complexes that need to be finalized;

5) a list of educational editions that need to be purchased.

63. The head of the chair (cycle) shall present in the application form a list of educational editions that need to be developed and / or finalized, indicating the Authors, the required circulation and deadlines for the educational and methodical council (pedagogical council) for inclusion in the plan for the publication of educational editions of the HMEI.

64. The head of the chair shall draw up a plan for the development and refinement of educational and methodological complexes with an indication of the authors and the timing of development.

65. The head of the department (course) shall draw up an application for the purchase of the necessary literature and submit it to the educational and methodological department, which shall carry out further work on their implementation.

Footnote. Paragraph 65 - as amended by the Order of the Minister of Defense of the Republic of Kazakhstan dated 26.01.2023 № 49 (shall be enforced ten calendar days after the day of its first official publication).

Appendix 1
to the Rules for the Organization
of the Work on the Preparation,
Examination, Approval,
Publication and Monitoring of
Educational Editions and
Academic and Methodological
Complexes in Military Educational
Institutions Subordinate to the
Ministry of Defence of the
Republic of Kazakhstan, with the
Exception of Secondary Education
Organizations

The form

Request for the development and / or revision of educational editions for the _____ academic year

Type of educational edition	Name of educational edition	Author (team of authors)	Period time limit
-----------------------------	-----------------------------	--------------------------	-------------------

Head of the Chair _____

Appendix 2
to the Rules for the Organization
of the Work on the Preparation,
Examination, Approval,
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Complexes in Military Educational
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Republic of Kazakhstan, with the
Exception of Secondary Education
Organizations

The form

Chair meeting minutes

_____ of "____" 20 ____
(name of the chair)

Agenda:

Attendees

Speakers:

The conclusion of the meeting of the chair:

Head of the Chair _____

Appendix 3
to the Rules for the Organization
of the Work on the Preparation,
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Organizations

The form

Referee report

The name of the manuscript

Author's full name _____

— Full name of the reviewer, academic degree, title, position, name of
the organization

Referee report content

Common part

Page Comments

Conclusion

Reviewer / Signature / _____

" _____ " _____ 20 _____

Appendix 4
to the Rules for the Organization
of the Work on the Preparation,
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Organizations

The form

Expert opinion on the educational edition

(name of the educational edition and full name of the author (if available)
(authors))

The expert opinion shall reflect:

- 1) the relevance of the material presented;
- 2) the degree to which the employer's specialists training requirements are reflected;
- 3) the degree of formation of competencies in accordance with SCES and qualification characteristic;
- 4) the justification of the volume of material;
- 5) the availability of a sufficient number of explanations necessary for understanding of the material (comments, figures, tables, diagrams, applications and etc.);
- 6) the level of literacy and clarity of presentation (language of presentation);
- 7) the degree of internal unity of the topics presented;
- 8) sufficiency and quality of questions for self-control and tasks for self-training;
- 9) the availability of relevant recommended literature;
- 10) the presence of plagiarism, etc.

11) conclusion: _____

Experts _____ (signatures)

Date _____ (day, month, year)

Appendix 5
to the Rules for the Organization
of the Work on the Preparation,
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Complexes in Military Educational
Institutions Subordinate to the
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Republic of Kazakhstan, with the
Exception of Secondary Education
Organizations

The form

Conclusion of the education edition approval commission

Commission consisting of: _____

—

The structure of the conclusion:

- 1) the level of achievement of educational results (analysis of knowledge by students);
- 2) the percentage of use in the learning process by students;
- 3) feedback from students and teachers.

Commission conclusion: _____

Chairman of the Commission:

Commission members:

Appendix 6
to the Rules for the Organization
of the Work on the Preparation,
Examination, Approval,
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Complexes in Military Educational
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Organizations

The form

The structure of the educational complex

Footnote. Appendix 6 as amended by order № 272 of the Minister of Defense of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

1. The title page.
2. The standard curriculum on discipline (if available).
3. The working curriculum of the discipline in each form of study (Syllabus).
4. The schedule for the completion and delivery of assignments for the discipline.
5. Map of educational and methodological support of the discipline.
6. Lecture complex: topic title, purpose of the lecture, abstract lectures, illustrative and handouts, recommended list of literature.
7. The plan of practical (seminar) classes:
 - 1) topic title;
 - 2) the purpose of the lesson;
 - 3) tasks;
 - 4) methodological recommendations;
 - 5) basic schemes, formulas, etc., illustrating the content;
 - 6) questions;

- 7) literature.
8. Methodological recommendations (development) for the study of disciplines.
9. Methodological recommendations and guidance on standard calculations, the implementation of settlement and graphic, laboratory work, course projects (works) (if necessary).
10. Materials for independent work of the student (SROP, SRO): homework text sets, self-monitoring materials on each topic, assignments for the implementation of current types of work, essays and other homework indicating the complexity and literature.
11. Guidelines for passing the training, production and undergraduate practice, reporting documentation forms (if necessary).
12. Materials for the monitoring and evaluation of academic achievement of students.
13. Software and multimedia support for training sessions (video lectures, slides, units, electronic textbooks) depending on the content of the discipline.
14. The list of specialized audiences, classrooms and laboratories.