



On approval of the Rules for the Organization and Implementation of the Educational Process , Academic and Scientific and Methodological Activities in Military Educational Institutions Subordinate to the Ministry of Defence of the Republic of Kazakhstan

Unofficial translation

Order of the Minister of Defence of the Republic of Kazakhstan No. 31 dated January 22, 2016. It was registered with the Ministry of Justice of the Republic of Kazakhstan on February 29, 2016 under No. 13342.

Unofficial translation

In accordance with subparagraph 4) 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 and Implementation of the Educational Process, Academic and Scientific and Methodological Activities in Military Educational Institutions Subordinate to the Ministry of Defence of the Republic of Kazakhstan 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 the order on the Internet resource of the Ministry of Defence of the Republic of Kazakhstan.

3. The Deputy Minister of Defence of the Republic of Kazakhstan, supervising military education, shall be in charge of the execution hereof.

Footnote. Paragraph 3 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall come into force ten calendar days after its first official publication).

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

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

*Minister of Defense of the
Republic of Kazakhstan*

I. Tasmagambetov

“AGREED BY”

Minister of Education and Science
of the Republic of Kazakhstan

**Rules for the
Organization and Implementation of the Educational Process, Academic and Scientific
and Methodological Activities in Military Educational Institutions Subordinate to the
Ministry of Defence of the Republic of Kazakhstan**

1. General provisions

1. These Rules for the Organization and Implementation of the Educational Process, Academic and Scientific and Methodological Activities in Military Educational Institutions Subordinate to the Ministry of Defence of the Republic of Kazakhstan (hereinafter - the Rules) are developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education” (hereinafter referred to as the Law "On Education") and determine the procedure for organizing and implementing the educational process, educational and methodological and scientific and methodological activities in military schools subordinate to the Ministry of Defence of the Republic of Kazakhstan.

2. The following terms shall be used herein:

1) an academic period is a period of study set by a military educational institution (hereinafter referred to as an MEI) in one of three forms: a semester, a trimester, or a quarter;

2) an academic calendar - a calendar of training and control activities, internships and work placements during the study year, indicating the days of rest (vacations and holidays);

3) an academic hour - the contact time of the teaching staff (hereinafter - teachers) with students, as per the schedule at all types of classes (classroom work) or as per the separately approved schedule;

4) control of academic achievements, students - testing the level of knowledge of students by various forms of control (current, boundary and final) and attestation, determined by universities;

5) learning achievements of students - knowledge, abilities, skills and competencies of students acquired in the learning process and reflecting the achieved level of personal development;

6) qualification characteristics - knowledge, skills and abilities necessary for the efficient implementation of professional activities in the field of defense of the Republic of Kazakhstan and corresponding to a particular position;

7) scientific and methodological activities are the activities aimed at the prospective development of the educational process, improvement of its content and methodology, introduction of innovations in the educational process;

8) an entrance exam - testing and evaluating the knowledge, skills, and abilities of candidates for admission to higher education institutions;

9) a working educational plan (hereinafter referred to as the WEP) is an educational document developed by the university independently under the educational program or the standard curriculum;

10) a working curriculum for the discipline (syllabus) establishes the content and methodological structure of the discipline, the content and amount of material studied and corresponds to the budget of time allocated to study the discipline;

11) credit - a unified unit of measurement of the amount of academic work of the student and teacher;

12) credit technology training - an educational technology aimed at improving self-education and creative development of knowledge by taking into account the amount of mastered educational material in the form of credits;

13) the working curriculum for the specialty sets the scientific content, the amount of material to be studied and the methodological structure of academic disciplines, the content and amount of material to be studied and corresponds to the time budget allocated to the study of academic disciplines. Working training programs for the specialty shall be prepared basing on the working curriculum for the academic year or for the whole period of training, shall be annually considered at the teaching-methodical council of the university, and when changes and additions are made shall be re-published;

14) individual work of the student under the guidance of the teacher (hereinafter - IWSGT) - the work of the student under the guidance of the teacher, conducted pursuant to the schedule of classes of the university;

15) educational and methodical activities are the activities aimed at improving the methods of teaching disciplines, the organization and methodological support of the educational process, improving the pedagogical qualifications and skills of the teaching staff;

16) point-rating system of evaluating academic achievements - a system of evaluating the level of knowledge in points, corresponding to the internationally accepted system of letters and allowing to establish a rating of cadet, graduate, undergraduate and doctoral students (hereinafter - students);

17) educational process is a planned system of educational work, educational and scientific-methodical activities of the command staff, teaching staff, unit commanders of students, trainees;

18) a customer - a structural subdivision of the Ministry of Defence (hereinafter - MD RK), the General Staff and the Armed Forces of the Republic of Kazakhstan (hereinafter - AF RK), in the interests of which a specialist is trained;

19) a transcript - a document containing a list of courses taken during the relevant period of study with an indication of credits and grades based on a point-rating system of knowledge assessment;

20) standard education plan - the education plan developed on the basis of the list of specialties and qualifications for educational programs implemented in higher military, special educational institutions and the state compulsory standard, which determines the list of mandatory component disciplines, the minimum volume of the university component and their labour-intensiveness;

21) standard curriculum - the curriculum of the discipline of the standard educational plan of the specialty (except for postgraduate education), specifying the content, amount of material to be studied and the recommended literature.

Footnote. Paragraph 2 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall come into force ten calendar days after its first official publication).

3. The control of the educational process shall be organized upon instruction of the head of the university and shall be carried out by the leading staff of the university, officers of the educational department (educational-methodical management), commissions on the plan for the quality control of the educational process and according to the comprehensive inspection plan.

Monitoring of training sessions, practices, internships and students' independent work shall be planned and sudden.

Each teacher and commander of a student's unit shall be checked at least once during the academic period.

A detailed analysis of the tested training sessions and their assessment shall be reflected in the journal of the control of training sessions, and be brought to the attention of teachers, commanders of student units on the day of the test.

The results of the control of the educational process shall be considered at meetings of the educational-methodical council.

4. In order to study the progress of the educational process in the battalion (division) of students, at the department (cycle), faculty, training center (training ground), a comprehensive check shall be carried out. At the training center (training ground), department (cycle), a comprehensive check shall be carried out at least once a year. At the faculty, in the battalion (division) of students, a comprehensive check shall be carried out at least once every 3 years. A comprehensive check shall be carried out by a commission appointed by the order of the head of the university.

The results of comprehensive checks shall be discussed at the academic council of the university and announced in the order of the head of the university. An analysis of comprehensive inspections shall be provided to the structural unit that oversees military education issues within a month after its implementation.

Footnote. Paragraph 4 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 18.03.2019 № 172 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

2. The order of organization and implementation of the educational process

5. The educational process shall be the main activity of universities and shall include the planning, organization and conduct of all types of training sessions, ongoing performance monitoring, intermediate and final assessment of students.

6. The organization of the educational process at the university shall ensure the full and effective implementation of all its elements and the high-quality fulfillment of tasks for the preparation of highly qualified specialists of a certain specialty and relevant qualifications on time.

7. The planning of the educational process at the university shall be a set of activities carried out by officials to develop documents regulating the coordinated activities of all units for training students.

8. The planning of the educational process shall be carried out by the educational department (educational-methodical department) jointly with the headquarters of the university, faculties (battalions, divisions), departments (cycles) on the basis of the calendar plan of the main activities of the university for the academic year, based on the tasks identified by the governing documents, taking into account the capacity of the educational and material base, the features of the deployment of the university and other conditions that affect its organization.

The planning of the educational process shall end no later than two weeks before the start of the school year.

9. The organizer and leader of the educational process shall be the deputy head of the university in charge of the educational process.

10. A standard curriculum shall be developed and approved in accordance with subparagraph 6) of article 5-1 of the Law “On Education”.

11. A standard curriculum shall be developed and approved in accordance with subparagraph 7) of article 5-1 of the Law “On Education”.

12. Every year until March 1, the structural unit in charge of military education shall submit to the universities a recruitment plan for specialties and relevant qualifications, approved by the Minister of Defense.

Footnote. Paragraph 12 as reworded by the order of the Minister of Defense of the Republic of Kazakhstan dated March 18, 2019 № 172 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

13. For each specialty and corresponding qualification, customers shall develop, approve and send to universities qualification characteristics.

Characteristics shall be drafted with the preservation of all human rights and freedoms.

Footnote. Paragraph 13 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall be put into effect ten calendar days after its first official publication).

14. The educational plan shall be prepared by the university for each specialty and the corresponding qualification for the entire period of training and shall be approved by the head of the university by June 15.

Footnote. Paragraph 14 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

15. The volume of each discipline shall be a whole number of credits.

Each academic discipline shall have one non-repeating title, excluding physical education, languages.

The volume of one module shall be established by the university independently and shall include two or more academic disciplines or a combination of one or more disciplines with other types of academic work.

Footnote. Paragraph 15 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

16. Calculation of the academic workload of teachers of the university by department (cycle) for the academic year shall be made by the academic department (educational and methodical department) and shall be performed in academic hours, given the ratio of academic hours per credit by type of academic work, and / or in credits.

The calculation of the teaching load of teachers shall be based on the fact that one credit is equal to 30 academic hours.

Footnote. Paragraph 16 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall take effect ten calendar days after the date of its first official publication).

17. Annually, the calculation of the volume of academic work of the MEI shall be reviewed at a meeting of the educational-methodical (teaching) council and, based on its decision, approved by the head of the MEI until June 15.

The annual teaching load shall be set for each teaching position separately, depending on the specifics of the university, the volume of functional responsibilities, social work and performance of additional work.

According to the approved annual budget for teaching time, the training department (education and methodology department) shall specify the required number of teachers for its implementation.

Footnote. Paragraph 17 - as reworded by Order of the Minister of Defense of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall be enacted ten calendar days after the date of its first official publication).

18. In accordance with the annual teaching load of teachers and the number of members of the chair (cycle), the head (head) of the chair (cycle) shall draw up a calculation of the distribution of teaching load between teachers of the chair (cycle) and a plan for retaining teachers of the chair (cycle) in faculties, academic flows (courses), platoons, study groups and subgroups for the academic year, which shall be approved by the head of the faculty (head of the training department).

The head of the university shall redistribute for the term of no more than one academic year the positions of teachers in chairs (cycles) depending on the volume of their academic load, without increasing the staffing and the stock of staff salaries.

19. Working curricula (syllabuses) shall be prepared independently by the department (cycle) for each discipline of the educational program for the academic year and shall be approved by June 30 by the deputy head of the MEI, supervising the educational process.

The form, structure, and procedure for developing and approving working curricula (syllabuses) shall be decided by the MEI independently.

Footnote. Paragraph 19 - as reworded by Order No. 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall be brought into force ten calendar days after its first official publication).

20. The teaching-methodical complex of disciplines shall be prepared by a teacher (team of teachers) of the chair (cycle), leading classes in this discipline, except for secondary education organizations, shall be considered at the meeting of the chair (cycle, department) and approved prior to June 30 by protocol decision of the deputy head of the MEI in charge of the educational process. It shall be available electronically at the chair (cycle, faculty).

Footnote. Paragraph 20 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall be put into effect ten calendar days after its first official publication).

21. The academic calendar of the educational process of the MEI shall include the calculation of calendar time by faculties (battalions, divisions), by specialties and relevant qualifications, academic streams (courses), academic periods and months, as well as all major events of the educational process for the academic year and shall be developed using the working educational plan.

The academic calendar shall be prepared by the Educational Department (Educational and Methodological Department) and approved by August 15 by the deputy head of the MEI in charge of the educational process.

The academic calendar shall show the days of training sessions, vacations, visits to the training center (range), exercises, shooting, driving machines, course design, tests, intermediate and final certification, military internships and practices, and tours, by departments (battalions, divisions), and, if necessary, by platoons, groups, and subgroups.

Footnote. Paragraph 21 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

22. The head of the MEI shall report on readiness for the new academic year to the head of the structural unit responsible for military education two weeks prior to the start of the new academic year as per the Academic Calendar of the MEI for the academic year.

Footnote. Paragraph 22 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

23. The decision of the head of the university to organize the educational process shall be made out graphically in the form of a plan-calendar of the main activities of the university for the academic year.

The schedule of the main activities of the university for the academic year shall be developed by the headquarters of the university jointly with faculties, chairs (cycles), departments, services and other units, agreed with the head of the structural unit in charge of military education and two weeks before the start of the school year shall be approved by the head of the university.

Footnote. Paragraph 23 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated March 18, 2019 № 172 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

24. The plan calendar of the main events of the university for a month shall be compiled on the basis of the plan calendar of the main events of the university for the academic year, other activities and shall be linked to the schedule of training sessions.

The plan calendar of the main events of the university for the next month shall be approved by the head of the university no later than 5 working days before the start of the month, communicated to the heads of faculties, chairs (cycles), departments, services and commanders of educational units to plan their work. One copy of the plan calendar of the main activities of the university for a month shall be submitted to the structural unit in charge of military education.

Footnote. Paragraph 24 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 18.03.2019 № 172 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

25. A teacher's (unit commander's) individual work plan for the academic year shall be approved two weeks prior to the start of the academic year:

- 1) head of the department - the deputy head of the university, supervising the educational process (head of the faculty);
- 2) the head of the cycle - the head of the educational department;
- 3) deputy head of the chair, professor, associate professor, senior lecturer, and instructor - by the head of the chair (cycle).

Records of all types of planned work shall be kept according to actually conducted classes indicated in the schedule of classes and noted in the logs of training sessions, as well as performed teaching, research and other types of work. An opinion on the implementation of individual faculty plans shall be given by the supervisors who approved them and shall be affixed by their signature in the “Opinion” section.

Footnote. Paragraph 25 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall come into force ten calendar days after its first official publication).

26. The units of military students (cadets) shall be formed prior to the start of their first year of training. Students shall be distributed by specialty and the corresponding qualifications upon completion of the Admissions Committee. The composition of courses, units (batteries), platoons, training groups and subgroups shall be determined by the order of the head of the MEI.

Footnote. Paragraph 26 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication.).

27. A training journal shall be maintained for each platoon, study group, and student subgroup. It shall take into account all the training sessions conducted under the guidance of a teacher (unit commanders) in accordance with the class schedule, students' independent work and attendance, and all grades received by students shall be indicated.

In a separate column of the journal, a note shall be made and instructions shall be given by officials who verify the maintenance of the journal.

Entries in the journal about the lessons shall be made by the teachers (commanders of the training units) who give the lessons.

During classes, the journals shall be in platoons, training groups, subgroups, the rest of the time - in the faculties (in the battalion, division). They shall be received before lessons and passed after lessons by students specially appointed for this purpose. The journals shall be stored for the entire learning period of the student.

28. The schedule of studies shall be compiled by the training department (teaching department) jointly with the faculties (battalions, divisions, cycles) for the academic period, approved by the deputy head of the university, supervising the educational process and shall be brought to the attention of faculties (battalions, divisions, cycles) no later than 10 working days before the start of classes. By decision of the deputy head of the university in charge of the educational process, it shall be allowed to make changes to the training schedule during the academic period. Timetable scheduling for a month shall be allowed in a university, where the training of students includes exercises, driving military vehicles and shooting, flying, jumping.

The schedule shall indicate: academic flows (courses), platoon, study groups, subgroups, disciplines, time and place of their conduct, names of teachers conducting classes.

The initial documents for scheduling classes shall be the working curricula, structural and logical diagrams (network charts) of specialties and relevant qualifications, the plan calendar of the main activities of the university for the academic year and month, the academic calendar of the educational process of the university and the plan for retaining teachers of the department (cycle) in faculties, academic flows (courses), platoons, study groups and subgroups.

29. The schedule of exams shall be compiled by the training department (educational-methodical department) in conjunction with faculties (battalions, divisions, cycles), approved by the head of the university and brought to the teachers, students no later than two weeks before the interim assessment.

The schedule of meetings of the state examination commissions and the schedule of the work of the state examination commission shall be compiled by the training department (educational department), approved by the head of the university and brought to the attention of teachers and students no later than two weeks before the start of state exams and the work of the state examination committee.

The schedule of classes and exams shall be posted in the educational building in specially designated places.

Extracts from the schedule of classes and exams shall be given to faculties (battalions, divisions, cycles).

30. For each student enrolled in the university, a transcript shall be drawn up by the Educational Department. The names of military disciplines that are not to be publicly published shall be replaced in the transcript with the following symbols.

When a student is transferred to another university, as well as when expelled from the university, he/she shall be issued a transcript or academic certificate, signed by the head of the university and sealed.

When a student transfers from another university or is reinstated, he/she shall be issued a transcript.

All academic disciplines and (or) modules studied by the student, as well as all assessments received by the student during the interim and final attestations, during the defense of course work, thesis (project, task), dissertation (project), internships and internships shall be obligatorily recorded in the transcript.

Footnote. Paragraph 30 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall take effect ten calendar days after the date of its first official publication).

31. To provide the educational process with military equipment, the departments and services of the university, jointly with the educational department (educational-methodical department), a calculation of the need for military equipment and motor resources shall be compiled within the limit for a year (for months). The calculation shall be based on the necessary support for training provided for by the curriculum.

The military equipment of the training shall be provided by the technical part of the university according to the calculation-applications, which shall be compiled monthly jointly with the training department (educational-methodical department) and shall be updated every day before the lesson.

Armaments, military equipment and personnel conducting lessons shall be at the disposal of the head of the lesson at the time established by the calculation-request and shall leave his control after the end of the lesson.

Personnel conducting lessons and military equipment shall arrive at the place of employment and shall be returned to the park under the command of a senior who shall be responsible for the timely arrival of vehicles at their destination and compliance with security measures.

The provision of training sessions by means of communication, ammunition, explosives, and simulation equipment shall be carried out by the relevant departments and services of the university upon the request of chairs (cycles) provided through the training department (educational-methodical management), and weapons and ammunition located in units - by unit commanders.

32. According to the results of interim and final attestations, the education quality assessment (monitoring) department (educational and methodical department) shall analyze the learning process, to be reflected in the reports. Reports shall be filed with the structural subdivision supervising military education issues.

Footnote. Paragraph 32 - as reworded by Order No. 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall be put into effect ten calendar days after its first official publication).

33. The following documents for planning and accounting of the educational process shall be developed and maintained by the Educational Department (Educational and Methodological Department):

- 1) working educational plans;
- 2) calculation of the volume of academic work of the university by departments (cycles, faculties) for the academic year;
- 3) academic calendar of MEI's educational process;
- 4) timetable of studies;
- 5) register of graduates and registration of diplomas;
- 6) methodological recommendations regarding the form, structure, development and approval of the working curriculum;
- 7) log of issued certificates of the established form.

Footnote. Paragraph 33 - as reworded by Order No. 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall take effect ten calendar days after the date of its first official publication).

33-1. The Education Quality Assessment (Monitoring) Department (Educational and Methodological Department) shall develop and maintain the following documents for the planning and accounting of the educational process:

- 1) examination schedule;
- 2) methodological recommendations regarding the grading-rating system for evaluating the academic achievements of students;
- 3) collections of working curricula for specialties;
- 4) plan of complex inspections for the academic year;
- 5) monthly plan of the quality control of the educational process
- 6) records of current progress and grades by discipline, transcripts;
- 7) student's individual rating by the results of the semester (academic year), summary sheets;
- 8) a log of control of training sessions conducted by the command, heads of departments, battalion commanders of the university;
- 9) analysis of the results of interim and final attestations of students;
- 10) materials on the work of the State Attestation Commission (hereinafter - SAC) and reports on the work of the SAC;
- 11) reports on the results of comprehensive inspections;
- 12) schedule of SAC.

Footnote. The Rules have been supplemented by paragraph 33-1 under Order № 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall be enforced ten calendar days after the date of its first official publication).

33-2. The Methodology Department (Educational and Methodical Office) shall develop and maintain the following documents for the planning and accounting of the educational process:

- 1) methodological recommendations on organizing the activities of the training and methodological office;
- 2) plan of educational and methodical activities of the university for the academic year and reporting materials;
- 3) schedule of meetings of the educational-methodical (pedagogical) council of the university for the academic year and minutes.

The Educational and Methodological Office may also develop other necessary documents for the planning and organization of the educational process.

Footnote. The Rules have been supplemented by paragraph 33-2 under Order No. 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall be put into effect ten calendar days after the date of its first official publication).

34. The faculty shall develop and maintain the following documents for the planning and accounting of the educational process of the faculty:

- 1) working educational plans and working curricula for the specialties and corresponding qualifications of the faculty;
- 2) monthly and academic year work plan of the faculty;
- 3) schedule of meetings of the educational-methodical commission of the faculty for the academic year and minutes;
- 4) programs of practice, internships and reports;
- 5) a plan of scientific work of the faculty for the academic year;
- 6) log of control of study sessions;
- 7) structural and logical schemes of training by specialties and relevant faculty qualifications, if necessary.

Footnote. Paragraph 34 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall take effect ten calendar days after the date of its first official publication).

35. The chair (cycle) shall develop and maintain the following documents on the planning and accounting of the educational process:

- 1) working curricula for the disciplines of the chair (cycle);
- 2) calculation of the distribution of the teaching load among the teachers of the chair for the academic year;
- 3) plan of assignment of the teachers of the chair to academic streams (courses), platoons, study groups and subgroups for the academic year;
- 4) structural and logical schemes of training of specialists and respective qualifications (at graduating chairs);
- 5) plan of the work of the chair for the month and the academic year;
- 6) individual plans of lecturers' work for an academic year and reporting materials thereof ;
- 7) educational-methodical complexes of disciplines of the chair on electronic media;
- 8) meeting schedules of the chair (subject-cycle commissions) and protocols;
- 9) schedule of loading of simulators (if any);
- 10) register of control of training sessions of the chair;
- 11) programs of trainings, trainings and reports (at the chairs where the trainings are planned);
- 12) register of mutual attendance of study sessions at the chair;
- 13) log of interchangeability of training sessions at the chair.

Footnote. Paragraph 35 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

36. The headquarters of the university shall develop necessary documents on the planning and accounting of the educational process of the university.

37. The unit responsible for the material and technical support of the MEI shall elaborate and keep a prospective (three years, in parallel with budget planning) and annual (for the calendar year) plans for the development and enhancement of educational and material resources and report.

Footnote. Paragraph 37 - as reworded by Order No. 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall take effect ten calendar days after the date of its first official publication).

38. The major forms of training shall include: lectures, seminars, group exercises and classes, laboratory and practical exercises, students' individual work under the supervision of a teacher, tactical and formation exercises, tactical (tactical and special) exercises, command and staff military games, military (military special) games, internships and practices, term and diploma works (projects, tasks), doctoral and master's thesis (projects), control works, consultations..

Footnote. Paragraph 38 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

39. The lecture shall be given in the form of a detailed theoretical message, a statement of a number of related issues on a specific topic with their scientific analysis, generalization, evidence, conclusion and conclusions.

Lectures shall be one of the most important types of training sessions and form the basis of the theoretical training of students.

Lectures shall be given by senior teachers, associate professors, professors, heads (heads) of chairs (cycles) and their deputies, the command of the university (faculty).

If necessary, teachers shall be allowed to give lectures by the order of the head of the university.

Lectures shall be given by the heads of the structural divisions of the Ministry of Defense of the Republic of Kazakhstan, the General Staff of the Armed Forces of the Republic of Kazakhstan, the commanders-in-chief of the Armed Forces of the Republic of Kazakhstan, the commanders of the troops of regional commands and the combat arms.

Scientists and professors from other educational institutions, leading experts from troops, organizations and institutions shall be invited to give individual lectures.

40. The seminar shall be held in the form of a lesson on the most difficult questions (topics, sections) of the curriculum in order to study the discipline in-depth, to instill in students the skills of independent search and analysis of educational information, to form and develop their scientific thinking, the ability to actively participate in creative discussion, draw the right conclusions, reasonably state and defend their opinion.

For quality preparation of students for seminars, the chair (cycle) shall develop tasks that shall be issued to them before the first classes on the topic of the seminar.

41. Group exercise as a type of training session shall be carried out with the aim of accumulating practical experience by students in planning, organizing military operations, and ensuring their control of troops (forces).

In a group exercise, students shall act in the same role, performing the functions of a particular official. Group exercises shall be conducted on the ground, on maps, on the layout of the terrain, in battle control classes, using combat simulation tools.

42. As a type of training session, a group exercise shall be organised to study weapons and military equipment (objects), special equipment or their elements, the organisation of their use, operation, and repair.

Group training sessions shall be held at weapons and military equipment (facilities), in equipped classrooms. Group training shall take place by the methods of storytelling with demonstration, explanation, exercises, drills.

Footnote. Paragraph 42 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall go into effect ten calendar days after its first official publication).

43. A laboratory lesson as one of the types of independent work of students shall be conducted under the guidance of a teacher in specially equipped laboratories, laboratory facilities, and samples of the material part of weapons and military equipment.

Laboratory classes shall usually be devoted to the study of a physical phenomenon, device, system. Laboratory studies shall be aimed at deepening and consolidating the theoretical knowledge gained by the students using experimental and scientific research methods, instilling the skills of scientific analysis and generalization of the results obtained, the skills of working with laboratory equipment, apparatus, instrumentation and computer technology. After completing the laboratory work, students shall submit a report and protect it.

When conducting laboratory work, it shall be allowed to divide training groups into subgroups of 12-15 students, and for work with harmful and dangerous substances - into subgroups of 8-10 students.

44. Practical exercises shall be conducted in the form of students' work aimed at developing practical skills and acquiring skills in solving problems, performing drawings, making calculations, maintaining work cards, developing and preparing combat and service documents, practical mastery of foreign languages, practicing exercises, techniques and standards, defined by charters, manuals and guidelines, the development of weapons and military equipment (facilities), mastery of the methods of their use, operation and repair. Their main content shall be the practical work of each student.

In order to qualitatively and fully complete the set scope of work by each student during practical exercises, study groups shall be divided into subgroups of 12-15 students.

45. Independent work of students shall be divided into independent work of students under the guidance of a teacher and independent work of a student.

Independent work of students under the guidance of a teacher shall be carried out in order to actively acquire new knowledge by students, consolidate, expand and deepen their knowledge, as well as to complete educational tasks.

The student's independent work shall be organized by the faculty, shall be provided and supervised by the chairs (cycles), and shall be carried out in order to prepare for the upcoming training sessions and learn methods of independent work with educational material.

46. Battle drill exercise shall be the first and necessary step in coordinating units. Its essence shall consist in the fact that tactical and combat tactics, methods of action in various types of combat are practiced with personnel and units: first, according to the elements at a slow pace, then generally within the time limits established by the standards.

In case of unsatisfactory development of a particular technique (mode of action), repeated training shall be carried out until a positive result is obtained. Here, the template, the mechanical application of the acquired techniques in actions in the new environment and in the new area shall be completely contraindicated.

The main method of training in tactical drill exercises – shall be the exercise (training).

47. Tactical lesson as the main form of coordination of the squad (calculation), platoon. Its essence shall consist in the fact that all training questions are worked out in full, in a complex and strict sequence corresponding to the development of the battle, in a single tactical setting. If necessary, in order to eliminate mistakes made during tactical exercises, individual techniques and actions shall be practiced in the same way as tactical drill exercises, short breaks shall be taken (shutdowns from the situation).

During tactical exercises, commanders shall gain practical skills in unit management and deepen their knowledge of battle organization.

The main method of training in tactical exercises shall be the practical work. To conduct a tactical exercise, units shall be withdrawn with the necessary weapons and equipment.

48. Tactical (tactical and special) exercises shall be the highest and most effective form of tactical training of units and subunits, the most important means of increasing their combat readiness, preparation for military operations in modern combat. Their main goal shall be to improve combat coordination and field training of troops for skillful and decisive actions in fulfilling tasks to defeat the enemy in various types of combat, and to check combat readiness

Students shall perform the duties of unit commanders, units, staff officers and other officers in the exercise in accordance with the teachings.

Tactical (tactical and special) exercises at the university shall be conducted on topics covering several types of combat in an unfamiliar area in isolation from the location of the university.

The heads of company (battery) tactical (tactical and special) exercises with cadets shall be the heads of faculties, departments organizing exercises, and the commanders of battalions (divisions) of cadets. The head of the university shall be the head of the company (battery)

tactical (tactical-special) exercises with live firing and deputy heads of the university, heads of departments organizing the exercises shall be appointed as the deputy heads.

If necessary, according to the decision of the head of the university, teachers of other departments and officers of departments and services of the university shall be involved in tactical exercises. In order to train cadets in methods and techniques for fulfilling the duties of commanders and soldiers in battle, as well as for the combat coordination of units, tactical drill exercises shall be conducted on an area equipped with engineering method of training as part of units, both with and without material equipment.

49. Command and staff military games and military (military special) games shall be organised as a type of training sessions.

The organization, frequency and forms of the command-staff military games shall be established by the working educational plan in coordination with the structural subdivision in charge of military education.

Footnote. Paragraph 49 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall be enacted ten calendar days after the date of its first official publication).

50. According to the plans approved by the Minister of Defense, First Deputy Minister of Defense - Chief of the General Staff of the Armed Forces of the Republic of Kazakhstan, students shall be involved in demonstration exercises of units, divisions and formations of the Armed Forces of the Republic of Kazakhstan, demonstrations of weapons and military equipment, training shootings and other events in accordance with the training programs.

51. Professional practice and training of students in universities shall be carried out in the manner approved in accordance with subparagraph 11 of article 5-1 of the Law on Education.

The Republican Schools "Zhas Ulan" shall carry out specialized practice.

52. The term paper (project, task) shall be aimed to teach students to independently apply their knowledge to solve specific practical problems, to instill the skills of self-designing, making calculations, conducting research and substantiating decisions. Course work (project, task) shall be performed during the hours allotted for the study of discipline.

For each term paper (project, task), the department shall develop a task in which the name of the topic, the basic input data necessary for the task, the list of recommended literature and issues to be developed shall be determined. The head of the course work (project, task) shall be appointed from among the teachers. The coursework (project, task) shall contain an explanatory note and the required number of diagrams, drawings, maps, made by hand in one copy.

Protection of term paper (project, task) by students shall be carried out before a special commission of the department with the direct participation of the head of work. Based on the results of protection, a rating shall be set. Upon receipt of an unsatisfactory grade, the student shall perform work on a new topic or rework the previous one within the deadlines set by the head of the university (faculty).

53. The graduation task shall involve the development of organizational and methodological documents for the preparation and conduct of operations (military operations), for conducting command-staff and tactical (tactical and special) exercises, staff exercises, group exercises. The graduation task shall be carried out by undergraduates on the topics of operational art, tactics, combat and types of support, military mobilization, as well as methods of combat, operational and mobilization training of troops (forces). It shall be drawn up in the form of a graphic part presented on maps (diagrams) and an explanatory note.

54. To conduct a training session, the teacher shall develop a plan for the training session, which, if necessary, shall be considered at a meeting of the chair (subject-cycle commission) and approved by the head (head) of the chair (cycle).

55. In order to improve the quality of training of military specialists, ensure the continuity of all levels of education and ensure mobility of students, a unified credit training technology shall be implemented at universities .

56. Depending on its form, the academic period shall be decided by the MEI proceeding from the total duration of the academic year, which shall not be less than thirty-six weeks.

The academic calendar and WEP shall establish the academic period. The MEI shall independently decide the form of the academic period, including the combined form of its organisation considering the requirements of the state compulsory standard of higher education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 604 of October 31, 2018 (recorded in the Register of State Registration of Regulatory Legal Acts under No. 17669).

An exam in all the disciplines studied shall be taken during the period of interim assessment.

Vacation leave (winter, summer) shall be granted to students after each academic period. The total duration of vacations in an academic year shall be no less than six weeks, except for the senior year.

The University shall set the number and duration of practical training (internships) at its own discretion as provided by the WEP.

Footnote. Paragraph 56 - as reworded by Order No. 271 of the Minister of Defence of the Republic of Kazakhstan dated 30.04.2021 (shall be put into effect ten calendar days after its first official publication).

57. To ensure academic mobility, students, if necessary, students shall study individual disciplines in other educational institutions, including abroad, on the basis of a bilateral agreement between universities, concluded in the manner prescribed by law.

58. In universities, a point -rating system for assessing students' academic achievements for each type of training shall be used.

59. Excluded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall enter into force ten calendar days after the date of its first official publication).

60. The daily ratio of time between supervised study sessions and independent work of students shall be decided independently by the MEI.

One academic hour for each type of class, all types of practice and final assessment shall equal at least 40 minutes.

Footnote. Paragraph 60 - as reworded by Order of the Minister of Defence of the Republic of Kazakhstan No. 271 of 30.04.2021 (shall come into force ten calendar days after its first official publication).

61. The involvement of teachers, as well as students during the training period for any activities shall be prohibited.

3. The order of organization and conduct of educational and methodological activities

62. The chair (cycle) shall be the center of the educational and methodological activities of the university.

63. The main forms and types of educational and methodological activities at the university shall be:

- educational-methodical (methodical) fees;

- meetings of the educational-methodical (pedagogical) council;

- meetings of the teaching commission;

- meetings of the subject-cycle commission;

- department meetings;

- educational-methodical classes: instructor-methodical classes, demonstration classes, open classes, trial classes;

- development and improvement of teaching materials;

- study and implementation in the educational process of the requirements of guiding documents, advanced pedagogical experience and experience in combat training of troops.

64. Educational-methodical (methodological) fees shall be an integral part of the professional training of the officers of the university and shall be held before or at the beginning of the school year (academic period). At the training camp, common views shall be developed on the issues of the educational process and educational and methodological activities, including the methodology for conducting the most difficult classes, instructor-methodical, demonstration and other classes shall be held, instructions shall be given on the implementation in the educational process of new requirements of guiding documents and military experience .

65. An educational-methodical (pedagogical) council shall be established at the university , an educational-methodical commission – at the faculty, and a cycle-subject commission – at the cycle, which shall be advisory and consultative bodies on issues of educational-methodical activities.

66. The composition of the educational-methodical (pedagogical) council shall include:

head of the educational department (educational-methodical management);
heads of faculties;
heads (heads) chairs (cycles);
commanders of battalions (divisions).

The chairman of the educational-methodical (pedagogical) council shall be the deputy head of the university supervising the educational process.

By the decision of the educational-methodical (pedagogical) council, professors and associate professors of the university shall be included in its composition.

The Secretary of the educational-methodical (pedagogical) council shall be appointed by the head of the educational department (educational-methodical management) from the composition of the educational department (educational-methodical management).

The decision of the educational-methodical (pedagogical) council shall be duly convened if at least 2/3 of its list of participants are present at the meeting, and more than 50% of those present votes for the decision.

The secretary of the educational-methodical (pedagogical) council shall keep minutes of meetings, file them and monitor the execution of decisions.

Meetings of the educational-methodical (pedagogical) council shall be held at least once every two months.

67. The composition of the teaching commission shall include:

deputy heads of the faculty;
heads (heads) of faculty departments;
deputy heads of departments;
professors and associate professors of the faculty;
commanders of battalions (divisions) of the faculty.

The chairman of the teaching commission shall be the head of the faculty.

The Secretary of the teaching commission shall be appointed by the head of the faculty from the faculty.

The decision of the teaching commission shall be effective if at least 2/3 of its payroll is present at the meeting, and more than 50% of those present votes for the decision.

The secretary of the educational-methodical commission shall keep minutes of meetings, file them and monitor the implementation of decisions.

Meetings of the teaching commission shall be held at least once a month.

68. The composition of the subject-cycle commission shall include teachers of the cycle.

The chairman of the subject-cycle commission shall be the head of the cycle.

The secretary of the subject-cycle commission shall be appointed by the head of the cycle from the composition of the cycle.

The decision of the subject-cycle commission shall be effective if at least 2/3 of its payroll is present at the meeting, and more than 50% of those present votes for the decision.

The secretary of the subject-cycle commission shall maintain the minutes of meetings, file them and monitor the implementation of decisions.

Meetings of the subject-cycle commission shall be held at least once a month.

69. All issues of the department shall be discussed at the meetings of the department.

The secretary of meetings of the department shall be appointed by the head (head) of the department from the department.

Decisions at the meetings of the department shall be made by a simple majority of votes.

Minutes of meetings of the department with the decisions made shall be signed by the head of the department.

The secretary shall keep minutes of meetings, file them up and monitor the execution of decisions.

70. Educational-methodical classes, with the exception of trial classes, shall be reflected in the plan of educational-methodical and scientific-methodical activities of the university for the academic year.

Instructor-methodical classes shall be held on the most important and complex topics of the working curriculum, especially on classes conducted by two or more teachers or involving the conduct of unit commanders of students, as well as instructors. Instructor-methodical classes shall be held in order to develop a methodology for organizing and conducting classes, mastering the most effective methodological techniques, establishing unity in understanding and methods of working out educational issues. Instructor-methodical classes shall be conducted by the head of the university and his deputies, heads of departments, heads (heads) of chairs (cycles), senior teachers, commanders of battalions (divisions) and companies.

Demonstration classes shall be conducted by the methodologists of the training department (educational-methodical management) and the best methodologists from the teaching staff in order to show the exemplary organization and methodology of the classes, effective methods of using laboratory equipment, weapons and military equipment, and other elements of the educational material base in the classroom. Demonstration classes shall be organized in accordance with the schedule of training sessions and methodologists of the educational department (educational-methodical management), teachers and commanders of student units shall be involved in them.

Open classes shall be held in accordance with the schedule of training sessions in order to exchange experiences, to assist teachers and commanders of students in organizing classes and methods of conducting them, as well as to monitor training sessions.

Trial classes shall be conducted by decision of the head of the chair (cycle) in order to determine the preparedness of the teacher and his admission to conduct classes with students independently, as well as to consider the organization and methods of conducting classes on new topics and issues. Trial classes shall be conducted without students, only in front of teachers.

71. Demonstration, open and trial classes shall be discussed at meetings of the educational-methodical council, educational-methodical commission, subject-cycle commission or department.

The analysis of the conducted educational and methodical classes and their assessment shall be recorded in the journal of control of educational classes.

72. Educational and methodological rooms shall be created for the generalization and dissemination of advanced teaching experience, improving the pedagogical skills of teachers in the university and in the chairs (cycles).

4. The order of organization and implementation of scientific and methodological activities

73. Scientific and methodological activities at the university shall include:
conducting scientific and methodological conferences and seminars;
development and release of educational publications, educational-methodical complexes of disciplines;
monitoring of educational publications;
attracting leading specialists in the field of education to introduce innovations in the educational process.

74. Scientific and methodological conferences and seminars shall be held at the university, at faculties and departments (cycles). They shall examine the results of scientific and methodological studies on the problems of military education, ways to further improve the training of military specialists, questions of the scientific organization of the work of teachers, the introduction of innovations in the educational process.

Interuniversity scientific and methodological conferences and seminars shall be held.

Scientific and methodological conferences shall develop recommendations with a view to their implementation in the educational process.

Scientific-methodical conferences within the framework of the university shall be organized and conducted by the educational department (educational-methodical department) once a year, at the end of the school year.

75. The organization of the work on the preparation, examination, approbation, publication and monitoring of educational editions and educational complexes in universities shall be carried out in the manner approved in accordance with subparagraph 8) of Article 5-1 of the Law “On Education”.