**Institution " Kostanay Humanitarian College»**

**CLAIM**

**Director of Humanitarian College**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bayeshov A.**

**“\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017 year**

**Regulations**

 **on the development of educational and methodological complexes of disciplines**

**the lecturers of the institution "Kostanay Humanitarian College»**

**1.     Generalities**

1.1. This provision defines uniform requirements to development and registration of educational and methodical complexes of educational disciplines on all specialties of technical and professional education.
1.2. Educational and methodical complex of the discipline-a system of normative and methodical documents, which is designed to implement the requirements to the minimum content and level of training of graduates in a particular academic discipline.
1.3. Educational and methodical complex of the discipline reflects the requirements for the training of students on the results of the study of this discipline, the content of the discipline and includes educational and methodical development of seminars, practical, laboratory classes, tasks for independent work of students, control and evaluation tools, recommendations for the organization of the educational process.
1.4. The teacher has the right to make a single educational-methodical complex of the discipline for several specialties, if the discipline has one set of didactic units in the state educational standards.  If there is a difference in the number of hours of the curriculum, options for thematic plans should be provided.

**2. The structure of the educational complex of the discipline**

2.1. Educational and methodical complex should contain:
-  title page;
-  explanatory note;
- the content of the discipline;
- thematic plan of the discipline;
- program of seminars (lessons);
- program of practical training (if practical training is provided by the curriculum);
- the program of laboratory classes (if laboratory classes are provided by the curriculum);
- tasks for independent work of students;
- control and evaluation tools;

- recommended subjects of abstracts, course and qualification works / projects (subjects of course and final qualifying works are presented for disciplines: pedagogy, psychology, private methods);
-  list of references;
- the list of technical means of training.

2.2. **The title page** should contain:
- name of educational institution (at " Kostanay humanitarian College»);
- in the right corner of the line I APPROVE with date and the signature of the Deputy Director on educational work;
- name of the discipline;
- instructions on belonging of the educational and methodical complex of the discipline to the specialty (group of specialties) of secondary vocational education and the level of secondary vocational education;
- name of the document-educational and methodical complex;
- in the left corner of the line AGREED with the signature of the Chairman of CMC;
- in front of a row CONSIDERED AND APPROVED at the meeting of the SSC; Protocol number and date;
- year of development of educational and methodical complex.

The reverse side of the title page contains :
- record " is made according to the state requirements to the minimum of the maintenance and level of preparation of graduates for specialty (group of specialties)»;
- information about the author, internal and external reviewer.

2.3. **Structure of the explanatory note:**
- the place of the discipline in the structure of training, its role, purpose, features (indicates the affiliation of the discipline to the cycle in the structure of the basic professional educational program (cycle of General humanitarian and socio-economic disciplines, cycle of mathematical and General natural Sciences, cycle of General professional disciplines or cycle of disciplines of subject training), reflects its role in the training of specialists, provides a brief description of the purpose of the discipline, reveals its features);
- presentation, knowledge, skills that a student must possess after studying the discipline;
- intersubject communications;
- integration of academic disciplines;
- justification of the structure of the discipline (if different from the sample program);
– peculiarities of organization of educational process (the preferred form of learning and control);
- forms of organization of final control (examination, test, examination, creative work, course, qualification work, final state exam).
The teacher has the right to form the content and sequence of study of educational material, to distribute training hours by sections (topics).

2.4. **The content of the discipline** is developed taking into account the general requirements for the level of training of a specialist in a particular specialty and the basic knowledge and skills that a student must master in the study of the discipline.
The study of the discipline should begin with the introduction (introductory classes), which gives a description of the discipline, reveals its place and role in the system of knowledge, the relationship with other academic disciplines.
For each topic (section) of the discipline are:
- number and name of the topic (section);
- generalized requirements to students ' knowledge and skills;
- content of educational material (didactic units);
–     basic concept.
The text should use only concepts and terms related to a particular field of science. Designations, units of measurement, etc.must meet the requirements of state standards.

2.5.**The thematic plan** is given for each specialty.
The thematic planer reveals the sequence of studying the sections and topics of the program, shows the distribution of training hours by sections and topics of the discipline as the calculation of classroom (lectures, seminars, practical, laboratory classes), and independent work of students (table. 1). The maximum academic load includes hours allocated by the curriculum for classroom and independent work.
Table 1. Thematic plan of the discipline

|  |  |  |  |
| --- | --- | --- | --- |
| Name of sections and topics | Max. studies. student workload, hour. | Number of classroom hours in full-time education | Independent work of the student |
| Lectures and seminars | Laboratory work | Practical class |
| 1 | 2 | 3 | 4 | 5 | 6 |

2.5.**The program of seminars (lessons)**. For each seminar lesson (lesson) are:
 room and the topic of the lesson;
- questions for discussion;
- practical tasks (if necessary);
- message topics (if necessary);
–     literature.
Seminar classes should be grouped by themes (sections) of the discipline, while it is necessary to observe the end-to-end numbering of classes.

2.6.**The program of practical training** (the presence of section 2.6 is determined by the curriculum). For each practical lesson are:
 room and the topic of the lesson;
- approximate types of tasks;
–     literature.
Here you should indicate the approximate topic of demonstration lessons (lessons of experience) in educational institutions (if visiting of demonstration lessons assumes a working program).
Practical classes should be grouped by topics (sections) of the discipline, while it is necessary to observe the end-to-end numbering of classes.

2.7. **The program of laboratory classes** (the presence of section 2.7 is determined by the curriculum). For each lab activity are:
 room and the topic of the lesson
- questions to prepare for the lesson (to repeat)
- content of laboratory work
- instructions to perform
–     equipment
–     literature
Laboratory classes should be grouped by topics (sections) of the discipline, it is necessary to observe the end-to-end numbering of classes.

 2.9. The section "**Control and evaluation tools"** includes:
- approximate content of verification and control works for thematic and final control;
- questions and practical tasks for the test, exam;
- the program of the final state certification (for disciplines submitted to the final certification).
2.8. In the section **"Recommended** topics essays, term papers and qualification papers (projects)" indicate the approximate themes course and the qualification work (project).

 2.9. In the section **"References"** the main and additional educational literature (including textbooks, educational and methodical manuals), reference literature is specified. The list is made in accordance with the rules of bibliographic description.

2.10. In the section "**Technical training**" provides a list of recommended technical teaching AIDS, including audiovisual, computer and telecommunications, it is necessary after each item learning tools to indicate releasing of their organization and the year of issue.

 2.11. Educational and methodical complex can contain applications, including multimedia presentations, theoretical material, didactic material, etc.

 The last sheet of the educational-methodical complex - changes and additions made to the educational-methodical complex.