

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026
		30.06.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 1-25

REGULATIONS
ON THE ORGANIZATION, MAINTENANCE AND HOLDING OF OPEN
CLASSES AND MUTUAL VISITS OF THE TEACHING STAFF OF THE
TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS

Almaty, 2026

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	
	Regulation type of normative document	П 017-1.60-2026 30.06.2026
		Page 2-25

PREFACE

1. DEVELOPED AND SUBMITTED by the Academic and Methodological Department of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK
2. APPROVED AND PUT INTO EFFECT By the Academic Council of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK, dated June 30, 2026, Protocol No. 12, Edition No. 3
3. MAKING AMENDMENTS AND ADDITIONS Replacing Edition No. 2 dated 30 November, 2023
4. CONDUCTING AN INSPECTION 3 years

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026 30.06.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 3-25

CONTENTS

1. GENERAL PROVISIONS.....	4
2. NORMATIVE REFERENCES.....	4
3. ABBREVIATIONS, TERMS AND DEFINITIONS.....	5
4. GOALS AND OBJECTIVES OF OPEN CLASSES AND PEER OBSERVATIONS OF TEACHING STAFF.....	5
5. PLANNING OF OPEN CLASSES AND MUTUAL VISITS.....	6
6. CONDUCTING OPEN CLASSES AND MUTUAL VISITS OF TEACHING STAFF.....	8
7. CRITERIA FOR EVALUATING SCIENTIFIC AND PEDAGOGICAL SKILLS.....	10
8. DISCUSSION AND ANALYSIS OF THE RESULTS OF OPEN CLASSES AND DEMONSTRATION CLASSES (MASTER CLASSES).....	12
9. RESPONSIBILITY.....	13
10. THE PROCEDURE FOR MAKING CHANGES.....	13
11. APPROVAL, STORAGE.....	14
12. APPENDIX 1. SAMPLE OF FILLING OUT AN OPEN CLASS SCHEDULE.....	15
13. APPENDIX 2. FORM OF THE OPEN LESSON PLAN.....	16
14. APPENDIX 3. THE FORM OF THE CONCLUSION ON THE QUALITY OF THE OPEN LESSON AND THE EVALUATION CRITERIA.....	17
15. APPENDIX 4. PROTOCOL FORM FOR ATTENDING AN OPEN CLASS.....	21
16. APPENDIX 5. MEMO ON COMPLETING THE MUTUAL VISIT LOG.....	22
17. APPROVAL SHEET.....	24
18. FAMILIARIZATION SHEET.....	25

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026
		30.06.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 4-25

«Approved»
 by the decision of the Academic Council
 of the «Temirbek Zhurgenov Kazakh National
 Academy of Arts» on 30 June 2026,
 Protocol No. 12
 Chairman of the Academic Council
 A. Zhudebayev



1. GENERAL PROVISIONS

1. This Regulation on the organization, content and conduct of open classes and mutual visits (hereinafter referred to as Mutual Visits) of classes of the teaching staff (hereinafter referred to as – Position) The Temirbek Zhurgenov Kazakh National Academy of Arts (hereinafter referred to as the Academy) defines the general requirements for the organization, content and conduct of open classes in educational programs of higher and postgraduate education, and also establishes the procedure for organizing, conducting, analyzing and registering the results of open classes and mutual visits of the academic staff of the Academy.
2. These Regulations are mandatory for all structural divisions of the Academy and the teaching staff involved in the organization and implementation of the educational process, as well as in conducting open classes and mutual visits of classes.
3. This Regulation is an internal regulatory document of the Temirbek Zhurgenov Kazakh National Academy of Arts and is included in the system of documents for strategic planning and quality assurance of the Academy's educational activities.

2. NORMATIVE REFERENCES

4. This Regulation has been developed on the basis of:
 - 1) Law of the Republic of Kazakhstan «On Education» dated 27 July 2007 No. 319-III;
 - 2) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022 No. 2 «On Approval of the State Mandatory Standards of Higher and Postgraduate Education»;
 - 3) Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 No. 152 «On Approval of the Rules for the Organization of the Educational Process under the Credit-Based Learning Technology»;
 - 4) Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018 No. 595 «On Approval of the Model Rules for the Activities of Educational Organizations of Relevant Types and Forms»;

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026
		30.06.2026
	Regulation type of normative document	Page 5-25

5) Academic Policy of the Temirbek Zhurgenov Kazakh National Academy of Arts, approved by the decision of the Academic Council dated November 27, 2025, Protocol No. 4;

6) Quality Assurance Policy approved by the decision of the Academic Council dated November 30, 2023, Protocol No. 4.

3. ABBREVIATIONS, TERMS AND DEFINITIONS

5. The following abbreviations are used in this Regulation:

Academy – Temirbek Zhurgenov Kazakh National Academy of Arts

TS – Teaching Staff

OC – Open Classes

PLO – Planned Learning Outcomes

EMCD – Educational and Methodological Complex of the Discipline

SIW – Student's Independent Work

SIWT – Students' Independent Work under Teacher Supervision

AAS – Academic Affairs Service

EMD – Educational and Methodical Department

4. GOALS AND OBJECTIVES OF OPEN CLASSES AND PEER OBSERVATIONS OF TEACHING STAFF

6. Open classes and peer observation of classes conducted by the teaching staff (hereinafter referred to as «TS») are aimed at improving the quality of the educational process and pedagogical excellence of the teaching staff, studying, generalizing, and disseminating advanced pedagogical experience, assessing the level of teachers' scientific and pedagogical mastery, the effectiveness of applied educational technologies and teaching methods, as well as providing scientific and methodological support to early-career teachers.

7. The objectives of open classes and mutual visits of teaching staff are timely provision of methodological assistance, exchange of advanced pedagogical experience, quality control of educational programs, as well as assessment of the compliance of the teacher's professional skills with his qualifications.

8. Open classes and mutual visits are an obligatory component of the teaching and methodological work of the teacher and the department, a form of improving pedagogical skills, as well as one of the forms of intra-departmental and intra-university control of the content of disciplines, the quality of the educational process, the organization of the educational process and the methodological work of teaching staff.

9. Open classes are focused on testing new methodological techniques and forms of educational work and are conducted in order to receive qualified recommendations from colleagues and more experienced teachers. They are aimed

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026
		30.06.2026
	<u>Regulation</u> type of normative document	Page 6-25

at summarizing and presenting the accumulated positive experience of applying pedagogical innovations, as well as the effective use of modern information technologies and other teaching tools.

10. Mutual visits fulfill the task of sharing teaching experience with the teaching staff of the department, as well as providing mutual methodological assistance in planning, organizing and improving the methods of conducting training sessions.

11. Direct management of the organization and conduct of open classes and mutual visits is carried out by the head of the department. The general management and coordination are carried out by the head of the AAS and the Department of scientific personnel training.

5. PLANNING OF OPEN CLASSES AND MUTUAL VISITS

12. Open classes and peer observation of classes represent the result of purposeful activities aimed at improving the educational process and enhancing the quality of the implementation of educational programmes, and are included in a teacher's individual plan under the section of teaching and methodological work. Open classes are conducted at all levels of education: Bachelor's, Master's, and Doctoral studies.

13. Open classes are mandatory for teachers with less than three years of teaching experience in organizations of higher and (or) postgraduate education, as well as teachers participating in competitive positions of teaching staff. For other teachers, the forms of presentation and dissemination of pedagogical experience (open classes, master classes, open lectures, creative screenings and other educational and methodical events), as well as the schedule of their holding are determined by the department and included in the plan of educational and methodical work of the department.

14. The Head of the Department develops, in the prescribed form, the schedule of peer observation of classes conducted by the teaching staff and the schedule of open classes for the academic period (semester) annually in August and January. The schedules of open classes are endorsed by the Head of the Department and the Dean of the Faculty. The faculty laboratory assistant compiles data on open classes from the departments into a unified faculty schedule. A sample of the open class schedule is provided in Appendix 1. The peer observation schedules are approved by a decision of the Department meeting.

15. The implementation of the plan of mutual visits is recorded in the journal of mutual visits, which is maintained at the department and contains teachers' notes on the classes attended with a mandatory analysis of the process and the results of the lesson.

16. The journal of mutual visits has on the first page a schedule of mutual visits for the semester approved by the head of the department, contains end-to-end page

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026
		30.06.2026
	Regulation type of normative document	Page 7-25

numbering and is filled in by each teacher personally.

17. When allocating open classes and peer observation of classes, the Head of the Department ensures their proportional distribution across Bachelor's, Master's, and Doctoral levels in accordance with the number of teaching hours allocated to Bachelor's, Master's, and Doctoral programmes within the department's workload calculation for the academic period.

18. It is not allowed to plan open classes and mutual visits in September, the first week after the winter holidays, as well as in the first week of the summer semester, which are adaptation periods for students.

Open classes and peer observation of classes are not conducted during examination sessions, interim assessment periods, as well as on public holidays and weekends.

19. Schedules of open classes, endorsed by the Head of the Department and the Dean of the Faculty, shall be submitted within one week after the beginning of each semester to the EMD and the Department for Training of Research Personnel of the Academy.

20. Based on the schedules provided by the departments, the educational and methodological department forms a consolidated schedule for open classes in bachelor's degree programs, and the Department for the training of scientific personnel forms a consolidated schedule for postgraduate education programs.

The consolidated schedule of open classes in bachelor's degree programs is coordinated by the heads of departments and deans of faculties and submitted for approval to the Vice-rector for Academic and Methodological Work.

The consolidated schedule of open classes in postgraduate educational programs is agreed upon in accordance with the established procedure and submitted for approval to the Vice-Rector for Scientific Work by the Department of Scientific Personnel Training.

21. The schedule of open classes contains information about the teacher, the name of the discipline in which the open class is held, as well as the topic of the lesson.

22. Open classes are conducted strictly according to the approved schedule. Changing the date and (or) time of an open lesson is allowed in exceptional cases on the basis of a teacher's memo, agreed upon by the head of the department and the dean of the faculty, with subsequent review and approval by the relevant vice-rector in the field of activity.

23. Permission to change the date and/or time of an open class must be obtained no later than one week before the new date. Changing the date and/or time of an open class is allowed only with the appropriate permission. The teacher informs the teaching staff, the administration of the Academy, the educational and methodological department, the Department of scientific personnel training and other interested persons in a timely manner through all available information

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	
	<u>Regulation</u> <u>type of normative document</u>	П 017-1.60-2026 30.06.2026
		Page 8-25

channels.

24. When a teacher implements disciplines at several levels of higher and (or) postgraduate education, the level of the educational program at which an open lesson is held is determined by the teacher in agreement with the department.

25. In the master's and doctoral degree educational programs, it is recommended that open classes of the teaching staff be held at least once a year in the form of discussions, round tables, seminars, master classes, analytical lectures, creative screenings, concerts and other active forms of educational and methodological work aimed at developing students' professional competencies. At the teacher's initiative, any type of training sessions can be presented as open, including lectures, seminars, practical, individual and group classes.

A prerequisite for holding an open lesson is the availability of a detailed lesson plan (Appendix 2) and a syllabus of discipline.

26. Teachers of the department, the leadership of the academy, parents of students, teachers of other universities implementing the same educational programs are invited to open classes. The presence of representatives of employers, trade unions, members of the public and all those interested in the quality of the educational program is recommended. It is mandatory that teachers of the department and faculty, representatives of the department for the training of scientific personnel (according to postgraduate education programs), as well as teaching staff who are not involved in the educational process and implement educational programs for postgraduate education are present at open classes.

27. The teacher informs the invited about the holding of an open lesson at least one week before it is held through all available information distribution channels. To do this, an announcement is prepared containing information about the teacher, the educational program within which the lesson is held, the discipline, an annotation of the lesson indicating the topic and the main methods of its disclosure, as well as information about the time and place of the lesson.

The announcement and invitation may be posted on the official website of the Temirbek Zhurgenov Kazakh National Academy of Arts, in the LMS Moodle system (Announcements section), on the Academy's information boards, as well as in other mass media outlets.

28. If the department receives a negative opinion and the open lesson does not meet the established quality criteria, the teacher is given the opportunity to conduct a repeated open lesson by decision of the department.

6. CONDUCTING OPEN CLASSES AND MUTUAL VISITS OF TEACHING STAFF

29. The open training session is conducted in a businesslike and friendly atmosphere. Those present at the lesson are provided with a detailed lesson plan,

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	
	<u>Regulation</u> <u>type of normative document</u>	П 017-1.60-2026 30.06.2026
		Page 9-25

syllabus of the discipline, as well as, if necessary, copies of didactic materials used during the lesson.

The main document characterizing the level of preparation of an open lesson is the lesson plan, which reflects:

- type of class;
- topic of the class;
- dates and venue;
- participants (year of study, group);
- aim and objectives of the class;
- content with scientific and methodological justification of the topic;
- required equipment and resources;
- expected learning outcomes.

The approximate plan of the demonstration lesson (master class) includes:

- the introductory part with the objectives and the general content of the lesson;
- the main theoretical part;
- a commentary explaining the key methodological techniques;
- discussion of the lesson by the participants of the master class;
- summing up the results by the supervisor.

30. All invited participants are required to observe pedagogical tact, not to interfere in the course of the lesson, not to interrupt the teacher and refrain from any comments in the presence of students.

31. During the lesson, those invited should observe how the teacher leading the lesson achieves the goals and planned learning outcomes, with the help of which methodological techniques and teaching tools the requirements of the curriculum are implemented, what methods are used to verify that students achieve the planned learning outcomes, as well as whether the requirements for the content of the training are met and whether it corresponds to the level of education, principles of science and expediency.

32. An open lesson is recognized as having taken place provided that at least three teachers of the department, including the head of the department, are present at it.

33. The open class and the mutual visiting class are conducted in accordance with the calendar and thematic plan of the discipline and the approved schedule. Substitution of students, disciplines, or lesson topics is not allowed.

34. During the mutual visit, only one teacher who attends the class may be present at the lesson. The analysis of the class attended is recorded by the teacher in the journal of mutual visits of classes.

35. If the planned mutual visit did not take place, the reason for the visit is indicated in the cathedral journal and the signatures of the teacher who could not attend the lesson and the teacher who conducted the lesson are put. In this case, another time is set and an unscheduled visit is conducted.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026 30.06.2026
		Regulation type of normative document
		Page 10-25

7. CRITERIA FOR EVALUATING SCIENTIFIC AND PEDAGOGICAL SKILLS

36. When monitoring all types of activities, it is necessary to take into account:
- compliance of the lesson content (topic and questions revealing it) with the discipline's work program;
 - compliance of the objectives of the lesson with its content and organizational stage;
 - the teacher has a lesson plan;
 - a variety of types of educational activities of students;
 - forms of work with students (frontal, group, individual);
 - the correctness of the selection of educational material and the scientific nature of its presentation;
 - application and analysis of theories and concepts on the topic of the lesson;
 - connection of theory with practice (disclosure of the practical significance of knowledge and the formation of skills in its application);
 - the teacher's use of his own scientific developments in the course;
 - provision of intrasubject and intersubject relations;
 - access to various sources of information (basic and supplementary literature, including periodicals);
 - the use of technical training tools and information and communication technologies;
 - the use of visual aids and didactic materials;
 - the use of innovative teaching methods;
 - activation of students in the classroom, a differentiated approach to learning;
 - organization of students' independent work (topic, assignments, literature, etc.);
 - organization of control of students' knowledge;
 - summarizing the lesson results;
 - the degree of achievement of the set goals;
 - discipline and attention of students during the lesson (concentration, switching of attention, the nature of questions, etc.).

In addition to the general criteria typical for all types of classes, special criteria for lectures, practical and laboratory classes should be taken into account in the assessment.

37. **The criteria for evaluating the quality of an open lecture include:** the content of the lecture, the methodology of conducting, the leadership of the students, the lecture data and the effectiveness of the lecture. Lecture content:
- scientific, evidence-based, and reasoned presentation;
 - informativeness (compliance with the current level of scientific development);
 - highlighting the history of the issue and presenting various theoretical concepts.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026 30.06.2026
	Regulation <u>type of normative document</u>	Page 11-25

The methodology of the lecture:

- the use of innovative educational technologies;
- compliance with the external and internal rules of the lesson (beginning, completion, structuring of the lecture);
- clear structure of the lecture and the logic of presentation of the material;
- accessibility of presentation and explanation of new terms and concepts;
- highlighting the main ideas and conclusions;
- using techniques to consolidate the material (repetition, summarizing individual issues and lectures in general).

38. Criteria for evaluating a practical (seminar) lesson:

- purposefulness of the lesson: problem statement, connection of theoretical material with practice and its application in future professional activity;
- lesson planning: highlighting and logical structure of the main questions;
- seminar organization: the teacher's ability to initiate and support discussion, carry out scientific analysis of answers and speeches, and rationally use study time to discuss problems;
- the style of the lesson: the degree of activity and involvement of students, the presence of discussion and cognitive interest;
- the nature of teacher–student interaction: respectfulness, exactingness, pedagogical correctness;
- management of the study group: establishing contact with students, confident behavior of the teacher, ensuring the active participation of students;
- the nature of pedagogical remarks: their scientific validity, correctness and generalizing character;
- educational activity of students: systematic record keeping, participation in the discussion, the degree of involvement in the work of the seminar.

39. Criteria for evaluating individual lessons:

- purposefulness of the lesson: setting individual educational objectives, taking into account the level of training of the student;
- compliance of the lesson content with the work program of the discipline and the individual educational trajectory of the student;
- lesson planning: having a clear structure and sequence of work steps;
- the use of individually-oriented teaching methods;
- taking into account the level of knowledge, skills and abilities of the student;
- organization of the student's independent work during the lesson;
- effectiveness of teacher–student interaction;
- the degree of achievement of the set goals and individual learning outcomes;
- development of independent learning skills, critical thinking and professional competencies;
- summarizing the lesson results and defining further educational tasks.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026
		30.06.2026
	Regulation type of normative document	Page 12-25

8. DISCUSSION AND ANALYSIS OF THE RESULTS OF OPEN CLASSES AND DEMONSTRATION CLASSES (MASTER CLASSES)

40. It is recommended to discuss the open lesson immediately after its completion. During the discussion, participants must observe pedagogical tact, maintain a correct, respectful and professional style of statements.

41. The purpose of the discussion is to assess the quality of the educational program implementation, the expediency of using selected methods, tools and innovative learning technologies, to identify the theoretical and methodological aspects of the methods used, as well as their effectiveness in terms of achieving the goals of the lesson and the planned learning outcomes. Based on the results of the discussion, a conclusion is drawn up (Appendix 3), which reflects positive feedback, comments and suggestions for improving teaching methods.

42. The discussion of the open class is organized by the head of the department and is carried out in the following sequence:

- presentation by the teacher who conducted the lesson (pedagogical reflection);
- performances by invited guests;
- presentations by fellow teachers;
- speeches by the head of the department;
- speech by a representative of the Academy's leadership;
- the final word of the teacher who conducted the lesson.

43. The first word is given to the teacher who conducted the examination. The teacher must clearly disclose the objectives of the lesson and the planned learning outcomes, justify the choice of methods and means to achieve them, and provide a self-assessment of the lesson, including a critical analysis of its content and the materials used. The teacher's speech should help to understand his pedagogical intention, the specifics of the methods and techniques used, as well as the main ideas underlying his pedagogical activity.

44. Speakers should comprehensively analyze the advantages and disadvantages of the lesson, evaluate it from the standpoint of didactic principles and a scientific and methodological approach, pay attention to the achievement by students of the planned learning outcomes, the effectiveness of the methods and means used to achieve them, the level of activity of students, as well as the use of active and interactive teaching methods, multimedia, visual and didactic materials. During the discussion, it is allowed to point out the shortcomings and mistakes made in the organization and content of the lesson, as well as formulate recommendations for improving teaching methods and the system of pedagogical work.

45. In the concluding part, the Head of the Department or the Dean of the Faculty, as well as, where necessary, a representative of the AAS of the Academy and the Department for Training of Research Personnel, deliver the final remarks. They

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	
	Regulation type of normative document	П 017-1.60-2026 30.06.2026
		Page 13-25

summarize the discussion, identify shortcomings, and provide an assessment of the teacher's level of scientific and methodological training, the methods and techniques applied during the class, as well as the depth of achievement of the aims and objectives of the open class. Based on the discussion results, a conclusion is formulated on the appropriateness of using the presented pedagogical experience; accepted remarks may be noted, and a reasoned position may be presented on issues where disagreements exist.

46. When analyzing an open class, all speakers must adhere to the principles of constructiveness, pedagogical ethics and professional correctness. The discussion is conducted in the form of a lively exchange of opinions and discussions aimed not only at critically evaluating the work of a colleague, but also at creative reflection and the use of his experience in teaching practice.

47. After the speech of those present, the floor is again given to the teacher who conducted the open lesson. The teacher notes which comments are taken into account, which of them he does not agree with and for what reasons, and, if necessary, justifies his position in a reasoned manner.

48. The results of visits to open classes, as well as mutual visits to classes, are discussed at the next meeting of the department, while the results of the discussion are recorded in the minutes of the department meeting.

The course of the open lesson and the process of its discussion are recorded in the protocol of the open lesson (Appendix 4). The results of visits to open classes are reflected by the head of the department in the form «Conclusion on the quality of the open class».

The originals of the protocol and the conclusion on the quality of the open lesson, signed by all those present, are stored in paper form in the educational and methodological department and the Department of scientific personnel training of the Academy. Copies of these documents are kept at the department. The form of the «Conclusion on the quality of the open lesson» is given in Appendix 3.

49. The best open classes of the department's teachers are recommended for video recording and subsequent storage in the Academy's archive.

9. RESPONSIBILITY

50. The local responsibility for the implementation of this Regulation shall be assigned to the heads of educational programmes, heads of structural units of the AAS, and the Department for Training of Research Personnel. Overall responsibility shall rest with the Vice-Rector for Academic and Academic-Methodological Affairs and the Vice-Rector for Research.

10. THE PROCEDURE FOR MAKING CHANGES

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026
		30.06.2026
	<u>Regulation</u> type of normative document	Page 14-25

51. Amendments to the Regulation are made in accordance with ДП-133.025-2017 «Documentation Management».
52. Amendments and additions to this Regulation are made in the same manner as its development, approval and approval.
53. Amendments to the working copy of these Regulations are carried out by persons responsible for record keeping in the educational and methodological department and the department of scientific personnel training, no later than five working days from the date of receipt of the notification of changes.
54. Amendments and additions to these Regulations are valid until they are replaced or a new version of the Regulation is approved.
55. An employee of the Strategic Planning and Quality Assurance Department marks «Cancelled» on the original of the Provision that has become invalid, indicating the number and date of the order for its replacement. The original of the expired Regulation is transferred to archival storage by an employee of the Strategic planning and Quality Assurance Department in accordance with the established procedure.

11. APPROVAL, STORAGE

56. The approval of this Regulation shall be carried out by the Vice-Rector for Academic and Academic-Methodological Affairs, the Vice-Rector for Research, the Head of the Department for Training of Research Personnel, the Head of the AAS, the Head of the Strategic Planning and Quality Assurance Department, and the Head of the Legal Department. The results of the approval process shall be documented in an approval sheet in the prescribed form, which shall be kept together with the original copy of the document.
57. The first copy (original) of these Regulations is kept in the Department of Strategic Planning and Quality Assurance. The developer is responsible for transferring the original of this Regulation to the Strategic Planning and Quality Assurance Department for safekeeping.
58. A working copy of these Regulations is kept in the educational and methodological department and the Department of scientific personnel training, and the electronic version is posted on the official website of the Academy.

**Head of the Educational
and Methodological Department**



A. Vyrakhmanova

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026 30.06.2026
		Page 15-25

APPENDIX 1. SAMPLE OF FILLING OUT AN OPEN CLASS SCHEDULE

«Approved»
Dean of the Faculty

(Full name)
«___» _____ 20__ y.

SCHEDULE

Conducting open classes of the teaching staff
departments _____

№	Full name	Date, time	Name of specialization, course	Name of the discipline	Name of the topic of the open lesson	Note
1	Kim T.S. - teacher.	22.09.2026 y. 12.00-12.50	Graphics, 1 course	«Foreign Language»	«Mood and feelings. Imperatives, Let's»	Competition of teaching staff
2						

«Agreed»
Head of the Department

Full name
(signature)

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026 30.06.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 16-25

APPENDIX 2. FORM OF THE OPEN LESSON PLAN

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	Ф 017-1.87-2026 00.00.2026 y.
	<u>An open class plan</u> type of normative document	Page 00 of 00

Faculty: « _____ »
 Department: « _____ »

Open class plan

Full name of the teacher, position

General information about the lesson:

Date _____

Group _____

Lecture hall _____

Number of students: _____ present: _____ missing: _____

Name of the discipline: _____

Type of open class _____

Type of lesson (lecture/practical/individual lesson, etc.) _____

Lesson topic: _____

Purpose of the lesson: _____

Emerging competencies on the topic _____

Planned learning outcomes on the topic _____

Lesson stage:

№	Lesson stage	Time, min.
1	Introduction (Organizational moment)	
2	The main part	
3	The final part	
4	Lesson analysis	

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026 30.06.2026
		Page 17-25

Regulation
 type of normative document

APPENDIX 3. THE FORM OF THE CONCLUSION ON THE QUALITY OF THE OPEN LESSON AND THE EVALUATION CRITERIA

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	Ф 017-1.88-2026 00.00.2026 y.
		Page 00 of 00

CONCLUSION on the quality of the open class

Full name of the teacher _____

General information about the lesson:

Date _____

Group _____

The name of the discipline _____

Type of open class (master class/open class) _____

Type of lesson (lecture/practical/individual lesson, etc.) _____

Lesson topic _____

Purpose of the lesson _____

Lesson objectives: _____

Emerging competencies in the discipline _____

Emerging competencies on the topic _____

Planned learning outcomes in the discipline _____

Planned learning outcomes on the topic _____

CRITERIA FOR EVALUATING THE TEACHER'S OPEN CLASS	
	+/-
Organization of an open class:	(+equal to 1 point)
the correspondence of the topic, volume (number of hours), date and time of the open lesson to the calendar and thematic plan presented in the syllabus	7
the timeliness of the start and end of the lesson, <i>the relevance of the link to the ZOOM</i>	

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN		II 017-1.60-2026 30.06.2026
	<u>Regulation</u> type of normative document		Page 18-25
	<i>conference and the access code (in online format)</i>		
students' readiness and activity in the classroom, <i>the inclusion of cameras among students (in online format)</i>			
student attendance, neat appearance of students			
organization of the learning space in accordance with the goals, methods of teaching and its type			
timely provision of materials for an open lesson to the commission (no later than one week before the start of the open lesson), completion of documents on the discipline in Platonus			
Availability of the EMCD and syllabus			
Total score:			
Lesson content:			10
the literacy of the formulation of the purpose of the lesson, taking into account scientific achievements			
matching the content of the topic and tasks, the set goal, the tasks, the competencies formed and the expected learning outcomes			
the reliability and cognitive value of the information provided, compliance with the current state of science			
selection and preparation of interesting teaching materials (illustrative, visual, handout, etc. the material)			
reflection of interdisciplinary and interdisciplinary connections in assignments			
feasibility and optimality of the volume of the studied material			
the presence of a lesson structure and optimal distribution of structural components over time (organizational part, main part, consolidation of material, explanation of homework, feedback)			
the presence of logic and consistency in the presentation of the material, the "smoothness" of transitions between the structural stages of the lesson (between the organizational part, the main part, the conclusion, etc.)			
access to various sources of information (from the list of basic and additional literature), including periodicals available in the electronic library of the Academy			
The connection of the studied material with the previously studied material and ensuring the continuity of the learning content.			
Total score:			
The methodology of conducting an open lesson:			7
the correspondence of teaching methods to the purpose of the lesson, the competencies being formed, and the learning outcomes			
the use of author's techniques, innovative methods			
conducting a problem lecture, including active methods in a lecture session			
using methods to stimulate students' activity in the classroom: group work, brainstorming, case solving, etc. using electronic interactive programs (kahoot.it , miro.com and others), Google tools, virtual simulators during online lectures, alternating types of student activities			
The use of information technology, TCO in the classroom, the inclusion of video and audio materials in an online lecture, the use of ZOOM's capabilities: an interactive whiteboard, session halls			
using techniques and methods to consolidate information			

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN <u>Regulation</u> type of normative document	П 017-1.60-2026 30.06.2026 Page 19-25
---	---	---

using effective methods of monitoring and evaluating learning outcomes	
Total score:	
Teacher's effectiveness in the classroom:	6
strict adherence to the lesson plan and time schedule at each stage	
having a creative approach to planning and conducting classes	
achieving the lesson goal and completing the assigned tasks	
building a dialogue, responding to feedback	
consideration of students' level of preparedness and their individual characteristics	
fluency in teaching materials	
Total score:	
Student activity in the classroom:	4
the degree of cognitive activity of students, their interest in the lesson	
the degree of organization and discipline of students	
students' involvement in the work during the lesson	
students' achievement of expected learning outcomes and formation of competencies	
Total score:	
Professional data of the teacher:	6
knowledge of the content of the discipline, professional competence	
the style of pedagogical communication between the teacher and the students and the effectiveness of interaction with them	
culture of speech, diction, oratorical skills	
the ability to stand freely in front of an audience, including the effective use of non-verbal communication techniques, fluency in computer technology and virtual learning tools	
the ability to improvise, acceptable, minor deviations from the lesson plan, depending on the situation	
literacy in writing methodological recommendations or a detailed plan for an open lesson	
Total score:	
Final score according to all criteria:	

Pedagogical reflection (comments from the teacher who conducted the open lesson):

positive aspects, recommendations for the dissemination of experience:

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026 30.06.2026
		Page 20-25
	<u>Regulation</u> type of normative document	

Comments, disadvantages:

Conclusions:

1) comments on the results of the previous open/trial session have been eliminated (not eliminated):

2) recommend holding a repeated open class:

3) recommend the following methods, techniques, and forms of teaching for distribution:

4) recommend (not recommend) a teacher candidate _____ to fill a vacant position _____ departments _____;

5) other _____

Offers:

Signature _____
 Full name of the person who attended the lesson

Signature _____
 Full name of the person who attended the lesson

Signature _____
 Full name of the person who attended the lesson

Date _____

I am familiar with the conclusion:

Signature of the full name of the
 teacher who conducted the open classes

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026 30.06.2026
		Page 21-25

APPENDIX 4. PROTOCOL FORM FOR ATTENDING AN OPEN CLASS

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	Ф 017-1.128-2026 30.11.2026 y.
		Page 00 of 00

PROTOCOL № attending an open class

Almaty

« » 00.00.2026 y.

Name of the discipline: _____

Full name of the teacher _____

Faculty _____

Department _____

Time _____ Classroom _____

Lesson topic: _____

Were present: _____

1. _____

Full name, position, academic degree

2. _____

Full name, position, academic degree

They listened:

1. _____

2. _____

Performed:

1. _____

2. _____

3. _____

Conclusion:

1. _____

2. _____

Decision:

1. _____

2. _____

Were present:

Full name

Signature

Full name

Signature

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026
		30.06.2026
	Regulation type of normative document	Page 22-25

APPENDIX 5. MEMO ON COMPLETING THE MUTUAL VISIT LOG

Full name of the teacher leading the lesson: _____

General information about the lesson:

Date _____

Information about students (EP, course) _____

Discipline _____

Type of lesson (lecture/practical/seminar/individual lesson) _____

Lesson topic _____

Purpose of the lesson: _____

The purpose of the visit (exchange of experience, mentoring and assistance to a young teacher, familiarization with work experience, familiarization with teaching methods, improvement of their own pedagogical skills, etc.)

Organization of the lesson:

the teacher has a lesson plan, syllabus of discipline, and necessary teaching materials.

The presence of a clear structure of the lesson and the sequence of its elements, their distribution over time (organizational moment, main part, final part);

Matching the form of work with students to the tasks of the lesson (front-end/group/individual work),

Stimulating the involvement of students in the learning process;

Availability of material assimilation control and feedback

Lesson content:

the content of the lesson corresponds to the level of education, relevant scientific achievements, and creative practice in the field of discipline, the principle of expediency;

The content and choice of didactic materials are aimed at achieving the goals and planned learning outcomes of the lesson;

The connection between theory and practice is traced (disclosure of the practical significance of knowledge, training in the application of knowledge in practice);

access to various sources of information (from the list of basic and additional literature), including periodicals available in the Academy library.

The methodology of the lesson:

own developments, author's methods, and the results of the teacher's own scientific research are used;

methods of activating the attention of students, stimulating activity, and creative search are used;

the use of TCO and information technologies during the lesson, the presentation of the material and explanation is based on the psychological and pedagogical principles of naturalness, accessibility, consistency;

The use of verbal, visual, and active teaching methods (including the practical demonstration of the teacher) is aimed at achieving the purpose of the lesson;

The focus of the methods is on stimulating creative imagination, critical thinking, and revealing the student's creative personality;

using modern innovative teaching methods;

students' activity in the classroom, a differentiated approach to working with them;

teacher's monitoring of students' achievement of learning outcomes;

summing up the lesson results by the teacher, summarizing

teacher's assessment of the degree of achievement of the lesson goal

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.60-2026
		30.06.2026
	<u>Regulation</u> type of normative document	Page 23-25

Positive aspects, recommendations for the dissemination of experience:

Comments, disadvantages:

Suggestions and recommendations on how to eliminate shortcomings:

Signature

Full name of the person who attended the lesson

I am familiar with the conclusion

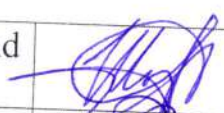
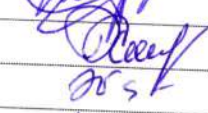
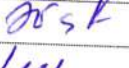
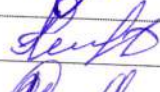
Signature

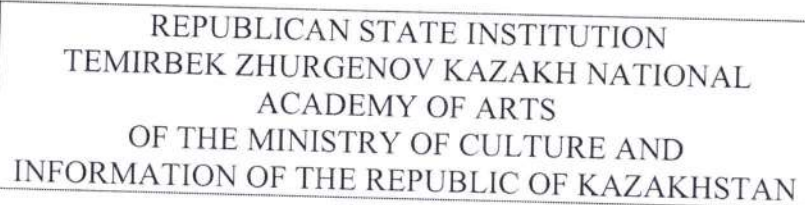
Full name of the person who attended the lesson

Date « ____ » _____ 20 ____ y.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.60-2026
		30.06.2026
	<u>Regulation</u> type of normative document	Page 24-25

APPROVAL SHEET

Prepared by:		
Head of the Educational and Methodological Department		A. Vyrakhmanova
Agreed by:		
Vice-Rector for Academic and Methodological Work		Sh. Yergobek
Vice-Rector for Scientific Work		K. Khalykov
Head of the Academic Affairs Department		G. Abdirakhman
Head of the Scientific Personnel Training Department		A. Kulshanova
Head of the Legal Department		G. Seitbekova
Head of Strategic Planning and Quality Assurance Department		A. Moldabayeva



30.06.2026

Page 25-25

[illegible]