REGULATIONS ON THE ORGANIZATION OF WORK FOR THE PREPARATION, EXPERT REVIEW AND PUBLICATION OF TEXTBOOKS, EDUCATIONAL AND METHODOLOGICAL COMPLEXES AND TEACHING AIDS

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PREFACE

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«Approved»
by the decision of the Academic Council
of the «Temirbek Zhurgenov Kazakh National
Academy of Arts» on 27 February 2026,
Protocol No. 8
Chairman of the Academic Council
_____ A.A. Zhudebayev

1. SCOPE OF APPLICATION

1. This Regulation (hereinafter referred to as the Regulation) has been developed in order to establish a unified procedure for the organization of work on the development, examination and publication of textbooks, teaching materials and teaching aids at the Temirbek Zhurgenov Kazakh National Academy of Art (hereinafter referred to as the Academy).
2. The Regulation defines the procedure for the preparation and examination of educational and methodological literature of the intra-university educational publication with the stamp of the Temirbek Zhurgenov Kazakh National Academy of Art for educational programs implemented at the Academy.
3. Educational publications are prepared in order to provide educational and methodological support for classroom and extracurricular work of students in the disciplines of the curriculum, improve the educational process at the academy, improve the quality of educational programs, and achieve the planned learning outcomes for students.
4. This Regulation is an internal regulatory document of the Academy and is mandatory for all participants in the process of preparation, examination and publication of educational literature, namely the teaching staff, managers and employees of structural divisions.

2. NORMATIVE REFERENCES

5. This Regulation has been developed taking into account the requirements of the following regulatory documents:
– The Law of the Republic of Kazakhstan «On Education» No. 319-III WKR (with amendments and additions as of May 06, 2020);
– The Law of the RK No. 6 dated June 10, 1996, «On Copyright and Related Rights», as amended by the Law of the RK dated January 25, 2026;
– Order of the Minister of Science and Higher Education of the Republic of Kazakhstan «On approval of State mandatory standards of higher and Postgraduate education» dated July 20, 2022 No. 2.

GOST 2.105-2019.	Unified system for design documentation. General requirements for textual documents
GOST 7.12-93.	A system of standards for information, librarianship, and publishing. Bibliographic record. Abbreviations of words in Russian. General requirements and rules.
GOST 7.60-2003.	A system of standards for information, librarianship, and publishing. Publications. The main types. Terms and definitions.
GOST 7.86-2003.	A system of standards for information, librarianship, and publishing. Publications. General requirements for publishing annotations.
GOST 7.89-2005.	A system of standards for information, librarianship, and publishing. The originals are copyrighted text and publishing. General requirements.
GOST 7.62-2008	A system of standards for information, librarianship, and publishing. Proofreading marks for marking up originals and correcting proofreading and trial prints. General requirements.
GOST 2.106-2019.	A unified system of design documentation. Text documents.
Standard of the RK ISO 690-2-2007.	Bibliographic references. Part 2. Electronic documents and their parts.
Standard of the RK 2383-2013.	A system of standards for information, librarianship, and publishing. Publications. Output information. General requirements and rules of registration.
GOST 8.417-2024.	The state system of ensuring the uniformity of measurements. Units of quantities.

3. TERMS AND DEFINITIONS

6. This Regulation uses terms and definitions from the normative documents on the basis of which it was developed. The following are the most frequently used or most significant terms in this procedure:

Publishing House – an enterprise engaged in the preparation and publication of printed materials;

Developer of textbooks, educational and methodological materials, and teaching aids – a natural or legal person engaged in the design, presentation, and formatting of the content of textbooks, educational and methodological materials, and teaching aids;

Educational Literature – the collection of textbooks, educational and methodological materials, and teaching aids that meet the objectives and tasks of teaching, upbringing, and development.

Textbook – an educational and theoretical publication, the main book for learning a specific subject (discipline), containing a systematized presentation of educational material that is mandatory for learners to master in accordance with the State

Mandatory Standard of Education (hereinafter – SMSE) and/or the curriculum. A textbook contains validated material, generally accepted knowledge, and principles in a particular scientific field;

Teaching Aid – an educational and theoretical publication that complements or partially (or fully) replaces a textbook, and complies with the requirements of the State Mandatory Standard of Education (hereinafter – SMSE). Unlike a textbook, a teaching aid may include not only validated, generally accepted knowledge and principles, but also different opinions on a particular issue. A teaching aid provides more up-to-date information for deepening and expanding the educational material. When a new subject is introduced into the curriculum or new topics are added to an existing program, the initial publication of a teaching aid is organized. Additionally, teaching aids are produced for new or elective courses.

Lecture Course – an educational and theoretical publication (a collection of individual lectures) that fully covers the content of a specific academic discipline. It reflects the material of the discipline as taught by a particular instructor. Lectures should contain up-to-date information on the discipline that is not available in other existing educational publications but is necessary for completing assigned learning tasks.

Practicum – an educational and practical publication designed to reinforce the studied material and assess knowledge through various methods. It contains practical tasks and exercises that facilitate the mastery of the material (section or topic) or monitor the success of learning outcomes. The main types of practica include collections of exercises, problems, foreign-language texts, descriptions of practical work, and assessment tasks.

Exercise Collection – an educational and practical publication containing exercises for a specific course, designed to facilitate the mastery and consolidation of studied material and to assess knowledge.

Problem (Case) Collection – an educational and practical publication containing problems for a specific course, designed to facilitate the mastery and consolidation of studied material and to assess knowledge.

Chrestomathy – an educational and practical publication containing literary, artistic, musical, and other works or excerpts that constitute the subject of study in an academic discipline.

Musical Chrestomathy – an educational publication containing musical works, systematized in accordance with program requirements for mastering a specific discipline.

Auxiliary Educational Publications – practicum, musical chrestomathy, album-catalog (of visual/decorative arts or design), problem collection, educational

reference book, terminological dictionary.

Educational and Methodological Aid – an educational and methodological publication designed to provide methodological support for the educational process of an academic discipline, its part, or individual sections, aimed at increasing the effectiveness of mastering the educational material provided by the curriculum.

An educational and methodological aid contains systematized materials that reveal the objectives and tasks of teaching, the structure and logic of studying the discipline, teaching and learning methods and technologies, forms of organizing educational activities, means of monitoring and assessing learning outcomes, as well as recommendations for using the publication in the educational process.

An educational and methodological aid may complement a textbook or teaching aid, providing methodological support for studying the discipline, and is intended to assist the activities of learners and/or instructors.

Methodological Recommendations for Studying a Course – an educational and methodological publication containing materials on methods for students' independent study of an academic discipline and preparation for knowledge assessment. It is an instructional publication intended for students, instructors, or specialists to assist in the course of their educational or practical activities.

Methodological Recommendations for Completing Term Papers or Theses – an educational and methodological publication including the topics of the works, methodological instructions for their completion, requirements for the works, examples, control questions, and a list of recommended literature.

Methodological Recommendations for Conducting Practical or Seminar Sessions – an educational and methodological publication including plans and content of practical or seminar sessions, discussion questions, self-assessment questions, assignments for practical work, and methodological instructions for their completion.

Methodological Recommendations for Professional Practice – an educational and methodological publication including the practice program, practice assignments, methodological instructions for their completion, planned learning outcomes, assessment criteria for practice assignments, recommended literature, reporting forms, and other relevant materials.

Methodological Guidelines – an educational and methodological publication containing explanations regarding the actions students should take when performing specific practical educational tasks.

Educational Terminological Dictionary – an educational reference publication containing the terms of a particular discipline or field of knowledge and their definitions.

Educational Reference Book – an educational reference publication containing information on a specific academic discipline, organized according to the curriculum and intended for students. An educational reference book is practical in nature, with a systematic structure or arranged alphabetically by article titles.

Album – an educational and visual publication, either as a book or a set of sheets, accompanied by explanatory text. Prepared to assist students in mastering an academic discipline.

Album – Catalog (of Visual Arts / Decorative Arts / Design) – an educational publication in the form of an album with reproductions of artworks, designed to facilitate the mastery of a specific discipline.

Atlas – an educational and visual publication, the content of which is expressed through visual means (maps, drawings, diagrams). Prepared to assist students in mastering an academic discipline.

Illustrative Materials – diagrams, drawings, tables, reference notes, algorithms, and other similar resources.

Digital Educational Resources (DERs) – didactic materials for the studied disciplines and/or modules, providing learning in an interactive format: photographs, video clips, static and dynamic models, virtual reality and interactive modeling objects, audio recordings, and other digital learning materials.

Electronic Publication – a collection of graphical, textual, digital, audio, musical, video, photographic, and other information, as well as printed documentation. An electronic publication may exist on any electronic medium and may also be published on a computer network.

Electronic Educational Publications (Electronic Textbooks, Electronic Teaching Aids) – electronic publications designed to automate and optimize learning and knowledge assessment, corresponding to a course or its individual parts, allowing the determination of a learning trajectory and supporting various types of educational activities.

Educational Portal – an LMS Moodle with a customizable personalized interface that allows users to locate and utilize information resources according to their interests and provides the opportunity to interact with other users.

Electronic Educational and Methodological Complex (EEMC) – a set of materials required for studying a discipline; an electronic educational publication containing a systematic presentation of the course, developed in accordance with the curriculum, combining the features of a conventional educational and methodological complex of the discipline, and taking into account the specifics of

learning via information and communication tools, including distance learning technologies.

Electronic Learning Aid – an automated learning system that includes methodological, didactic, and informational-reference materials on an academic discipline, as well as software that allows learners to independently acquire and assess knowledge within the system.

Multimedia Presentation – a combination of computer animation, graphics, video, music, and audio, organized into a unified educational environment.

Slide Lectures – recordings of a lecturer's (or narrator's) voice accompanied by a set of slides. Specially prepared and animated slides provide textual and graphical support for the lecture.

Virtual Laboratory – an informational and methodological system presented on electronic media, including new types of educational and methodological materials and teaching technologies in a specific hierarchical arrangement, and performing the primary function of preparing specialists for the application and independent understanding of necessary practical processes based on laboratory models.

Diagnostic Programs – electronic testing programs aimed at identifying the causes of learners' errors, assessing their knowledge, skills, and abilities, and determining their level of learning or intellectual development.

Simulators (Training Programs) – programs designed to practice skills and abilities in educational activities and for self-directed learning; they are used to reinforce or review previously studied material.

Digital Educational Resource Databases – electronic information arrays that are carefully organized and structured.

Video Lectures (Studio Video Lectures) – lectures recorded in studio settings where instructors present educational material against an appropriate thematic background, illustrating the content with paintings, graphics, color and black-and-white documentary photographs, and similar materials.

Video Materials (Documentary Video Lectures) – traditional lectures recorded in regular classrooms for the purpose of creating learning aids for students.

Educational Film – instructional material on a discipline (or module), recorded on videotape, DVD, CD-ROM, CD-R, CD-I, or CD+, following a script and accompanied by commentary, music, illustrative and graphic materials, intended for both collective and individual viewing.

Distance Learning Course – a set of interconnected learning units aimed at studying educational material; consolidating knowledge, skills, and abilities; assessing and evaluating acquired knowledge; and organizing intra-course communication between the instructor and learners.

Examination of Textbooks, Educational and Teaching Aids – the assessment of the compliance of educational literature content with the requirements for the structure and methodological apparatus of educational publications, in accordance with modern scientific understanding and considering the level of the educational program, as well as the age and psychological characteristics of learners.

4. DESIGNATIONS AND ABBREVIATIONS

EMC	Educational and Methodological Council
SMSE	State mandatory standard of education
GOST	State standard
DER	Digital educational resources
EEMC	Electronic Educational and Methodological Complex
EEP	Electronic educational publication
AAF	Academic Affairs Service
AC	Academic Council
RK	Republic of Kazakhstan
EP	Educational publications
PLO	Planned learning outcomes
EP	Educational programs
P.sh.	Printed sheets

5. THE ORGANIZATION OF WORK ON THE PREPARATION OF TEACHING MATERIALS AND MANUALS

7. The development of EP is carried out by department instructors in accordance with the plans for the department's educational and methodological work. If necessary, instructors from other departments, Academy staff, and employees of external organizations may be involved in the development. In addition to the author, the EP development team may include methodologists, programmers, designers, audio and video specialists, and others.

8. Each department annually prepares a plan of Educational Publications. The Educational and Methodological Council (EMC) may act as the initiator for the creation of EP, in accordance with the needs of ensuring educational programs with appropriate EP.

9. Textbooks, teaching materials and teaching aids are developed in accordance with the SMSE, in strict accordance with the content of curricula, taking into account the requirements for the level of education.

10. Textbooks, teaching aids, and teaching aids can be developed as a set (textbook or study guide, teaching aid, lecture course, textbook, methodological developments,

collections of tasks and exercises, musical dictation, case studies, etc., dictionaries, test materials, audiovisual and multimedia tools, electronic textbook, electronic textbook, atlases, albums).

11. Textbooks, educational, and teaching aids are developed based on the thematic plan of the curriculum. EP contain verified, substantiated, and up-to-date scientific knowledge, as well as the results of the authors' research.

12. When creating educational publications, the developer must ensure that the following general requirements are met:

The text of the educational publication should be presented in an accessible, understandable language in full compliance with grammatical, spelling and punctuation standards.

The main part. The main text conveys the main content of the educational material and ensures its mandatory minimum.

The main text should be structured and divided into chapters (sections), paragraphs, and paragraphs. When dividing a text, it is necessary that each structural element contains logically complete information.

Conclusion. The conclusion should contain a summary of the educational material, the main conclusions, prospects for the development of the discipline, a brief description of the main unresolved or difficult-to-solve problems, as well as recommendations for further study of the discipline and independent reading of specialized literature and online sources.

Illustrative materials. All illustrations and tables should be organically linked to the text of the educational publication. It is not allowed to include illustrative materials that do not correspond to the content of the topic being presented, are not related to the text, or duplicate each other.

13. The developer ensures the connection between science and education by including the results of scientific research in the content of education, the continuity of study of the subject and interdisciplinary communication in the structure of the educational program, the achievement by students of the planned learning outcomes in the discipline, the formation of competencies.

14. The structure of academic intra-university publications:

Textbook structure:

1) The title page
2) Abstract
3) Introduction
4) Main content, divided into chapters and sections:

– title of the chapter, section
– information block

– training block
– control block
5) Glossary
6) Instructions for use
7) Bibliography
8) Content
9) Applications

The volume of the textbook is at least 6 p.sh.[1].

The structure of the training manual:

1) The title page;
2) Orientation apparatus (preface, notation – symbols, pointers);
3) Contents (table of contents);
4) Introduction
– purpose, purpose of the publication;
– compliance with the curriculum of the discipline;
– intended readership (for whom the educational publication is designed);
– the place of the publication within the system of educational materials for the discipline, its relevance, degree of novelty, and features of the author's concept;
– recommendations for using the educational publication in the learning process.
– general characteristics of the structure of the teaching aid, features of effective use of the publication's apparatus;
5) The main part of the training manual:
– the thematic structure of the educational material;
– Educational material on the topics (theoretical presentation, illustrative materials, examples);
– Key concepts and terms;
– tasks, exercises, questions for self-control;
– materials for students' independent work;
– a list of literature on the topics.

Final assessment materials and evaluation criteria are included in the Educational and Methodological Complex of the Discipline (EMCD) and are not required to be reproduced in the teaching aid.

6) Conclusion;
7) Reference and bibliographic apparatus;
8) Appendix (tables, illustrations, musical examples, etc.);

[1] 1 p.sh. – 1 printed sheet is equal to 40,000 computer characters or 16 pages of computer text in A4 format

The volume should be at least 6 printed sheets.

The structure of the teaching aid:

1) The title page;
2) Orientation apparatus (preface, notation – symbols, pointers);
3) Contents (table of contents);
4) Introduction
- purpose, purpose of the publication;
- compliance with the curriculum of the discipline;
- intended readership (for whom the educational publication is designed);
- the place of the publication within the system of educational materials for the discipline, its relevance, degree of novelty, and features of the author's concept;
- recommendations for using the educational publication in the learning process.
- general characteristics of the structure of the teaching aid, features of effective use of the publication's apparatus;

A brief indication of the planned results of mastering the discipline is allowed without reproducing the regulatory sections of the EMCD.

5) The main part of the training manual:
- methodological justification of the discipline structure;
- recommendations for organizing the study of topics;
- description of teaching and learning methods;
- examples of assignments, formative assessment, and independent work;
- methodical comments on completing assignments;
- recommendations on the organization of control (without reproducing the full fund of assessment funds).

6) Reference and bibliographic apparatus;
7) Glossary
8) Application;

The volume should be at least 4 printed sheets.

The structure of the lecture course:

1) The title page;
2) Table of contents;
3) Introduction;
- purpose and purpose of the publication;
- compliance with the discipline's curriculum;
- reader's address (for whom the training manual is intended)
- the type of educational publication and its place in the system of other educational publications on the discipline, relevance, degree of novelty, features of the author's

methodology.

4) The main part of the lecture course is the texts of individual lectures: the headline and the main part:

– Topic name;

– the purpose of studying the topic

– formed competencies, planned learning outcomes, keywords on the topic;

– lecture plan;

– detailed text of the lecture (educational material traditionally presented for each section of the block in the form of text with drawings, diagrams, graphs, etc.);

– self-test questions (preferably with answers, comments, and recommendations)

5) Test assignments for each topic, the entire course of lectures, or questions for discussion;

6) A list of references after each topic;

The volume should be at least 3 printed sheets.

The structure of methodological recommendations for the implementation of practical exercises:

1) The title page;

2) Content;

3) Introduction:

– purpose and purpose of the publication;

– compliance with the discipline's curriculum;

– reader's address (for whom the training manual is intended)

– the type of educational publication and its place in the system of other educational publications on the discipline, relevance, degree of novelty, features of the author's concept;

– prerequisites, post-requirements, emerging competencies, planned learning outcomes.

4) The main part is the material on each topic:

– The topic of the practical session, its objectives, and the materials and tools required for the session;

– The plan of the practical session;

– A brief summary of the theoretical material;

– The content of the practical session;

– Methodological recommendations for completing practical tasks;

– Questions for self-assessment

5) Practical tasks for independent work

6) Requirements for performing practical tasks

7) Forms of control, assessment methods
8) The list of references;
9) Applications;
The volume should be at least 3 printed sheets.

Structure of a Collection of Exercises (Problems, Cases) and a Chrestomathy

1) The title page;
2) Table of contents;
3) Introduction:
– purpose and purpose of the publication;
– compliance with the discipline's curriculum;
– reader's address (for whom the training manual is intended)
– the type of educational publication and its place in the system of other educational publications on the discipline, relevance, degree of novelty, features of the author's concept;
4) The main part:
– Topic names;
– Short instructions for performing exercises, tasks, cases, etc.
– Necessary materials for completing tasks, exercises, cases, etc. (if provided);
– Numbered exercises, tasks, case studies, and works on topics; (assignments should be divided into chapters and fully cover the scope of the course being studied).
5) Answers and guidelines for assignments;
6) The list of references;
7) Applications;
The volume must be at least 1 printed sheet.

Structure of a Musical Reader (Notated Chrestomathy):

1) The title page (title of the publication, authors, place and year of publication);
2) Content (the table of contents of a batch of works with the indication of pages);
3) Introduction: (a brief description of the purpose and objectives of the textbook, recommendations for use).
– purpose and purpose of the publication;
– compliance with the discipline's curriculum;
– reader's address (for whom the musical textbook is intended);
– the type of educational publication and its place in the system of other educational publications on the discipline, relevance, degree of novelty, features of the author's concept;

4) The main part: (a collection of musical works systematized according to a specific program).

Each piece is accompanied by:

- title and author;
- by theme or genre;
- characteristics (difficulty, style, periods).

5) List of literature;

6) Appendices (additional materials, comments, explanations, tablature or analysis of works (if necessary));

7) Indexes (indexes by authors, genres, periods, etc.);

The volume should be at least 1 printed sheet.

The structure of a catalog album for fine art, decorative art, or design:

1) The title page (album name, authors, publisher information, publication date);

2) Content (the list of sections or thematic groups of reproductions with the indication of pages);

3) Introduction (a brief explanation of the goals and objectives of the album, recommendations for use).

4) Основная часть: (a collection of reproductions of works of art organized by themes, genres, eras, or styles).

Each reproduction is accompanied by:

- the title of the work;
- by the author;
- the year of creation;
- a short description or comments.

5) Additional sections (for example, historical information, methodological recommendations, comments on the technique of execution).

6) Appendices (possibly diagrams, tables, illustrations or explanations);

7) Indexes (by authors, genres, epochs, and technique of execution);

The volume should be at least 1 printed sheet.

The structure of methodological recommendations for studying the course

1) The title page;

2) Table of contents;

3) Introduction;

4) Characteristics of the composition and content of independent work on the course study;

5) Stages and procedure of independent work;

6) Methods of completing independent work assignments;

7) The main difficulties of independent work and ways to overcome them;
8) Requirements for performing all types of independent work;
9) The form of reporting on the results of independent work on the course;
10) Criteria for evaluating the performance of all types of independent work;
11) List of literature;
12) Applications;
The volume should be at least 1 printed sheet.

The structure of methodological recommendations for completing control and graduation papers:

1) The title page;
2) Table of contents;
3) Abbreviations and references
4) Introduction;
5) Requirements for the content of the (control, thesis) work (project);
6) The structure of the control/thesis (project);
7) The work (project) execution plan;
8) Registration requirements;
9) Criteria for evaluating control papers, theses (projects);
10) The subject of (control, thesis) papers (projects);
11) List of literature;
12) Applications;
The volume should be at least 1 printed sheet.

The structure of methodological guidelines for professional practice:

1) The title page;
2) Introduction;
3) Content;
4) Internship program (type of practice, purpose, objectives, assignments, evaluation criteria, etc.);
5) Methodological recommendations for the implementation of the internship program;
6) Applications (samples of the reporting form, etc.);
7) List of literature;
The volume should be at least 1 printed sheet.

15. Types and structure of educational and methodical publications of distance learning.

The structure of the electronic educational and methodical complex:

1) The curriculum (Syllabus)

2) Theoretical material (electronic lecture notes, electronic textbook or teaching aid for the discipline, chrestomathy);
3) Materials of practical and seminar classes (plans, lesson content, literature, methodological recommendations for practical and seminar classes);
4) Tasks for the Self-Directed Work (SDW) and methodological instructions for completing SDW tasks, reflecting the features of learning with the use of distance learning technologies (DLT) and the assessment criteria;
5) Control and measuring instruments (materials of current, boundary, final control, requirements, criteria for evaluating control tasks);
6) Methodological recommendations for performing tasks of current, boundary and final control;
7) Additional information and reference materials (links to websites, electronic dictionaries, databases, etc. network resources).
16. Building blocks in a distance learning course:
1) educational and informational (in traditional education, the lecture complex of the discipline);
2) the practical block (in traditional teaching – completing tasks, solving examples, working out skills independently or under the guidance of a teacher, etc.);
3) control and assessment (in traditional education – control papers, test assignments, exam questions, etc.);
4) instructional and communicative block (in traditional teaching – methodological guidelines for completing tasks, setting deadlines, consultations, conversations, communication with students, etc.).
17. The composition of educational software for electronic educational publications (EEP).
The invariant part:
– *the title page* – contains output information about the EEP;
– *abstract* – contains brief information about the goals and objectives of the course, potential consumers;
– *table of contents* – it contains the structure and name of all semantic units of study (chapter, topic, paragraph);
– *navigation* – should provide a visible connection between the elements of the EEP and offer the necessary means for orientation and movement within the EEP. Navigation should be available on every page of the EEP.
– *content* – Includes the entire volume of educational material related to the objectives and goals of the EEP;

– *tasks* – should include assignments of varying levels of difficulty and different types, aimed at consolidating the material studied; tasks must contain clear and precise formulations of problems and exercises related to the course material;
– *tests – should provide self-control over the assimilation of educational material both in individual chapters and paragraphs, and in the course as a whole; tests should be valid, reliable, representative, reliable.*
– *list of sources used.*
The variable part:
– *tester* – designed to automate and optimize learning and knowledge control for the relevant training course or its individual parts;
– *reference guide* – should contain concise instructional information for each module of the course and include test materials, tables, and other educational and methodological information related to the course material;
– *help* – should provide information on how to navigate and work with the EEP, include the minimum system requirements, and be accessible from the moment the EEP is launched via context-sensitive access.
– *audio, video, and animation elements* – are considered optional components and are used depending on the objectives and goals of the course, the specifics of the subject, and relevance. The primary focus should be on content based on the objectives and goals for the intended audience, while background and symbolic content should receive minimal attention. To facilitate visual perception, large blocks of text are not recommended.
– *Glossary* – should contain a list of the main terms and concepts studied within the framework of the academic discipline;
– *and other elements.*

6. EXAMINATION OF EDUCATIONAL AND METHODOLOGICAL MATERIALS AND TEACHING AIDS

18. The examination of teaching materials and educational publications is an important part of the organization of work on the preparation, examination and publication of textbooks, teaching materials and teaching aids. Expertise is an assessment of the compliance of the content of an educational publication with the requirements for the structure and methodological content of educational literature, state mandatory standards of education, compliance with curricula, taking into account the level of education, the current level of scientific knowledge, age and

psychological characteristics of students, the requirements of sanitary rules and regulations.

19. The examination of EP is carried out by the Academy's Expert Committee (if necessary, leading scholars from higher education institutions and other organizations relevant to the profile of the specific teaching and methodological publication may be involved). The Expert Committee is formed at the beginning of each academic year, consisting of 10-15 members, including 1 (one) Chairperson and the remaining experts specializing in the relevant profile of educational publications, and is approved by the Rector's order. Each educational publication is evaluated by at least two experts from the Academy's Expert Committee, specializing in the profile of the publication and appointed for the examination by the Chairperson. The work of the Expert Committee is coordinated by the AAF of the Academy.

EP are considered by the expert commission only if there are reviews, certificates of the results of checking the text document for borrowings; extracts from the minutes of the department meeting with a recommendation for publication and the faculty's Council on Academic quality with a recommendation for publication.

20. When interpreting the results of checking an educational publication for borrowings, the type of educational publication and its functional purpose are taken into account. Acceptable matches may be recognized as:

– normative formulations from state standards, curricula, and other official documents;
– generally accepted scientific terminology and definitions;
– correctly formatted quotations with source references;
– texts of works included in chrestomathies on a legal basis;
– fragments of previous editions of authors' educational publications, provided they are updated and revised.

For chrestomathies, lecture courses, and revised editions, the quantitative indicators of text similarity are evaluated by the expert committee taking into account the specific characteristics of the type of publication.

The final decision on the admissibility of the identified coincidences is made by the expert commission based on an analysis of the nature of borrowings, and not solely based on the percentage of the text's originality.

21. The author's reuse of fragments of his own previously published works is allowed provided that the previous edition is indicated and the material is reworked, taking into account the updating of the content and requirements of this Regulation.
22. Classification of educational publications upon re-submission and features of their examination:
22.1. A new publication is an educational publication that has not previously been published at the Academy and is not a revision of a work previously published by the author.
22.2. A republication is a reproduction of a previously approved educational publication without changing the content, structure and methodological apparatus, allowing only technical and editorial changes.
22.3. A revised edition is an educational publication containing significant changes in the content, structure, methodological apparatus, updating scientific data, updating sources and other changes aimed at improving the quality and relevance of the material.
22.4. When resubmitting the revised edition, the author submits an explanatory note indicating the nature and scope of the changes made.
22.5. The examination of the revised edition is carried out taking into account the submitted changes and assessing their sufficiency to recognize the publication as revised.
22.6. Republication without substantial revision is subject to examination in accordance with the procedure established by these Regulations.
23. Experts prepare a reasoned and objective expert report, which must contain justified conclusions on all parameters of teaching materials and educational publications. Upon completion of the examination, the Head of the Educational and Methodological Department presents the expert report at the meeting of the Academic Council and informs the author of the Council's decision. Based on the results of the examination, the AC makes one of the following decisions: «recommend for publication and use in the educational process» or «do not recommend for publication and use in the educational process». The duration of the examination is no more than 30 days from the date of submission of the teaching materials and educational publications to the expert committee. Teaching materials and educational publications that receive a negative expert report may be submitted for re-examination only 2 (two) months after receiving the report, with corrections made. In the case of a second negative report, approval is postponed to the following academic year.
24. Teaching, methodological, and educational publications that have received a positive expert report, together with the complete set of supporting documents, are

submitted to the Academic Secretary of the Academic Council and approved by the Academy's Academic Council. For approval by the Academic Council, the following documentation must be provided: 2 reviews (1 external and 1 internal), an excerpt from the Department meeting minutes with a recommendation for publication, an excerpt from the Faculty Council meeting minutes with a recommendation for publication, the expert report of the Academy's expert committee, and the educational publication in both print and electronic formats.

The entire package of documents is provided by the developer to the methodologist of the educational and methodological department, who, after checking the availability of all documents, transmits them to the Academic Secretary of the Academic Council no later than 1 month before the specified date in terms of publications of educational and methodological literature of the department and the individual plan of the teacher.

Leading scholars from higher education institutions and research organizations relevant to the profile of the EP, as well as respected industry practitioners, are engaged as reviewers of the EP.

25. The approval of educational publications by type is shown in table 1:

Table 1. Approval of educational publications by type.

Publication	**Approval authority**
Textbook	Academic Council
Study guide	Academic Council
Teaching and methodological manual	Academic Council
Educational program publication	Academic Council
Educational and practical manual (textbook, practicum, collections)	Academic Council
Educational and reference publications (reference books, dictionaries)	Academic Council
Educational and visual publications (albums, atlases)	Academic Council
Educational and bibliographic publications (bibliographic reference books)	Academic Council

26. Basic requirements for an expert opinion.

During the examination, an assessment is given:

– compliance of the content of the educational, methodical and educational publication with the curriculum, educational program, and the State Mandatory standard of Education;

– correspondence of the publication's title to its content;

– correspondence of the declared type of publication to its actual form (study guide, teaching and methodological manual, lecture course, practical exercises, collection of exercises/tasks, chrestomathy, methodological recommendations, etc.);

– compliance with the main educational program in the 021 – Arts field of study and the profile of the educational program (specialization);
– novelty of the educational publication in relation to existing educational literature;
– logic of pedagogical design and justification for the choice of teaching and assessment forms and methods;
– integrity of the didactic design of the educational publication, including the interrelation of learning objectives, content of the educational material, teaching and assessment methods, and expected learning outcomes;
– level adaptation of the material (if applicable);
– practical applicability of the educational publication in the educational process and its usability in various forms of learning organization;
– quality of content, methodological tools, and technical execution;
– clarity, logic, and consistency of material presentation;
– quality of the methodological and didactic apparatus of the publication (tasks, formative assessment tools, reflection elements, materials for independent student work, etc.);
– quality of illustrative material and its correspondence to the studied content;
– scientific, methodological, and/or practical value for implementing the educational process;
– accuracy, consistency, completeness, and volume of information;
– compliance with the copyright legislation of the Republic of Kazakhstan;
– compliance with formatting rules in accordance with current standards.

7. PUBLICATION RULES

27. When publishing teaching and educational materials, the developer strictly adheres to the following permitted internal types of publication within the university: study guide, teaching and methodological manual, lecture course, practical educational publication, collection of exercises (tasks, cases), chrestomathies, methodological recommendations for course study, methodological recommendations for performing control and graduation papers, methodological recommendations for conducting practical classes, album, atlas, and methodological guidelines for internships.
28. The author independently registers the educational publication in the National State Book Chamber of the Republic of Kazakhstan. http://ru.kitap-palatasy.kz / and gets the ISBN. To register an educational publication, you must provide the following documents:
– Application addressed to the Director of the Book Chamber of the RK;

– The title and reverse title page of the issued edition – 2 copies;
– Abstract (text up to 500 words);
– Two reviews from experts in the field (internal and external) with signatures and seal (copies);
– Extract from the minutes of the meeting of the Academic Council of the Academy (copy).

When submitting electronic publications to the Academy's Digital Educational Resources repository, the developer strictly adheres to the following permitted internal types of publication within the university: video lecture, video material, educational film, electronic educational publication, electronic teaching and methodological complex, multimedia presentation, slide lecture, diagnostic program, training simulator (educational software), and virtual laboratory.

29. When transferring digital educational resources to an information technology specialist, you must provide:
– Excerpt from the minutes of the Department meeting with a recommendation for use in the educational process;
– Excerpt from the minutes of the Faculty Council meeting with a recommendation for use in the educational process;
– Three reviews of the submitted digital educational resource: one internal and two external;
– Expert report of the Expert Committee, including the following documents: name of the resource; list of authors; title of the educational program on the basis of which the publication was prepared; list of educational programs for which the resource is intended; installation and user manual for the electronic medium;
– Electronic publication on an electronic medium

30. Digital Educational Resources published on the Academy's LMS Moodle educational portal are open and freely accessible for use, and undergo piloting in the educational process for one semester or academic year, depending on their scope.

8. RESPONSIBILITY AND AUTHORITY

31. The author (the author's team) is responsible for the quality and reliability of the information presented in the educational publication. The authors of educational publications are responsible for the observance of copyright in their works. Copyright infringement entails legal liability.

32. The head of the expert commission ensures the quality and reliability of the expert opinion. The examination must be carried out within a period not exceeding

thirty calendar days from the date of submission of materials to the experts for examination.

33. The information posted on the academy's servers, as well as publicly available to all users on the LMS Moodle educational portal, must strictly comply with copyright, moral and ethical standards, and speech culture; legislation in force in the RK.

34. Due to rapidly changing scientific and pedagogical information, digital EP using information and communication technologies and software must undergo an expert review for necessary updates and revisions every three years.

9. COMPLIANCE WITH COPYRIGHT

35. In accordance with the legislation of the RK, objects of copyright in educational publications are recognized as:

- text works (textbooks, manuals, lecture materials);
- musical works;
- musical texts;
- illustrations, graphic and visual materials;
- photos;
- audiovisual works;
- multimedia materials;
- electronic educational resources;
- software products and digital learning developments;
- translations, reworkings, arrangements, adaptations;
- editorial versions and scientific and methodological comments.

Both the work as a whole and its individual elements, including structure, design, selection and arrangement of materials, are subject to protection.

36. During the preparation, examination, publication and use of educational, methodical and educational publications at the Academy, the requirements of the legislation of the RK in the field of copyright and related rights are observed. Copyrights to educational publications are regulated by the Law of the RK «On Copyright and Related Rights», other regulatory legal acts of the Republic of Kazakhstan and this Regulation.

37. The author (copyright team) of the educational publication retains personal non-proprietary rights to the work, including the right of authorship, the right to a name and the right to inviolability of the work.

38. The use of the educational publication by the Academy is carried out on the basis of the copyright agreement, which determines the scope of the transferred rights.
39. The author grants the Academy the right to use the educational publication within the limits established by the agreement, including, but not limited to:
– publication and replication of the work;
– placement in the electronic library, educational platforms and information systems of the Academy;
– use in the educational process;
– reproduction in printed and electronic form;
– translation, revision, adaptation (subject to the consent of the author, unless otherwise provided by the contract).
40. The author of the educational publication is recognized as the person who has made a creative contribution to the creation of the work. Co-authorship is allowed only if there is a real creative involvement in the creation of the work.
41. The procedure for specifying authors, co-authors, compilers, scientific editors, technical developers and other participants is determined by the actual contribution to the creation of the work.
42. The use of works, fragments of works, illustrative, audiovisual, musical notation and other materials of third parties in educational publications is allowed in compliance with the requirements of the legislation of the Republic of Kazakhstan.
43. Materials that can be used without obtaining permission from the copyright holder include:
– works that have entered the public domain (Public Domain);
– official documents and regulatory legal acts;
– widely known facts, data, ideas, and concepts;
– materials used within the limits permitted by citation rules;
– materials distributed under open licenses.

When using such materials, the author is obliged to ensure that the source is correctly indicated in accordance with the norms of academic integrity.
44. Works that have passed into the Public Domain include works of science, literature, and art that have expired their proprietary copyrights. The term of validity of proprietary copyrights in accordance with the legislation of the Republic of Kazakhstan is:
– For the entire lifetime of the author and seventy years after their death;
– In the case of co-authorship – for the lifetime of the last surviving co-author and seventy years after their death;

– For works published anonymously or under a pseudonym – seventy years from the date of lawful publication.

After the expiration of the prescribed period, the work passes into the public domain and can be used without the consent of the copyright holder, while respecting the personal non-property rights of the author.

45. When including copyrighted materials in an educational publication, the author must ensure that there are legal grounds for their use. The legal grounds include:

– written permission from the copyright holder;
– license agreement;
– open license;
– lawful citation;
– public domain status.

The author provides documents confirming the legality of the use of borrowed materials.

46. Musical composition and musical notation are considered as independent objects of copyright. Their use is allowed:

– without the permission of the copyright holder - with the status of Public Domain;
– with a permit – with active security.

Editorials, arrangements, transcriptions, and modern musical editions are subject to protection.

Independent musical notation of Public Domain works is allowed.

47. Folklore works as elements of traditional cultural heritage do not have an individual author.

Scientific treatments, arrangements, revisions, recordings of performance, musical notation, and research interpretations may be subject to protection. The author is obliged to indicate the source of the material, the nature of the processing (if any).

48. Illustrations, photographs, and graphic materials are protected by copyright. The author is obliged to confirm: authorship, source of origin, legality of use.

49. Audio, video, multimedia and digital materials are subject to protection. The author is obliged to ensure that there are legal grounds for using.

50. When using third-party materials, the author must ensure that there are legal grounds for their use. The author (the author's team) is responsible for violating the rights of third parties.

51. To confirm copyright compliance, the author provides the following documents:

– Warranty statement;
– List of borrowed materials (if any);

– Supporting documents (permissions, licenses, references to open licenses, indication of Public Domain status).

52. Borrowing is allowed under the condition:

– mandatory source indication;

– compliance with the rules of citation;

– the right holder's permission in cases stipulated by law.

The author is responsible for the legality of the use of borrowed materials.

53. Educational publications and digital educational resources hosted in the Academy's information systems are used in the mode established by the Academy. The mode of access to electronic publications can be:

– local (intra-university);

– limited;

– open

Unauthorized copying, distribution and transfer of materials to third parties are not allowed.

54. When preparing educational publications, it is allowed to use artificial intelligence tools as auxiliary tools.

The author is obliged to provide:

– scientific and methodological correctness of the material;

– the originality of the text;

– compliance with the standards of academic integrity.

The author is fully responsible for the content of the work.

55. Copyright infringement entails liability in accordance with the legislation of the Republic of Kazakhstan. The author (the author's team) is responsible for:

– the originality of the work;

– legality of borrowings;

– respect for the rights of third parties

The Academy has the right to suspend the use of the educational publication if violations of copyright law are detected.

10. THE PROCEDURE FOR MAKING CHANGES

56. Amendments to the Regulation are made in accordance with DP-133.025-2017 «Documentation Management».

57. Amendments to this Regulation are made by the developer in the same manner as development and approval.

58. Amendments to the working copy of the Regulation are made by the person responsible for record keeping in the Administrative Division. The changes are valid until the document is revised.
59. An employee of the Strategic planning and Quality Assurance Department makes an entry «cancelled» in the original regulation, indicating the number and date of the order for its replacement. The original of the expired document is deposited in the archive by an employee of the quality management system department.

11. APPROVAL AND STORAGE

60. The approval of these Regulations is carried out by the Vice-rector for Academic and Methodological Work, the Vice-rector for Scientific Work, the head of the AAS, the head of the Department of scientific Personnel Training, the head of the legal Department, the head of information communications and testing, the head of the Department of Strategic Planning and Quality Assurance. The «Approval sheet» is drawn up in a separate form, which is stored together with the original document.
61. The first copy (original) of these regulations is kept in the AAS. A working copy of these Regulations is available in the Department of Strategic Planning and Quality Assurance and on the Academy's website.

Head of the Academic Affairs Department **G.B. Abdirakhman**

APPROVAL SHEET

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

FAMILIARIZATION SHEET

№	Department	Full name	Date	Signature