

Annex 1 to the order
of the Director of the National Center
for the development of higher education MSHE RK
dated April 20, 2023 No. 534 n/k

INSTRUCTIONS
for the examination of passports
of educational programs
of higher and postgraduate education

Astana, 2023

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Terminology, abbreviations and designations

Authentication - the procedure for verifying the legitimacy of a user or data for example, checking that the password entered by the user matches the account password in the database, or digital signature verification letters by encryption key, or checking the file for compliance with the one declared by the author of this file.

Authorization - the granting to a certain person or group of persons of rights to performing certain actions; as well as the process of verification (confirmation) of these rights when attempting to perform these actions.

DB - database.

E1 - the first expert of educational programs of higher and postgraduate education.

E2,3 - the second, third experts of educational programs of higher and postgraduate education.

EP - educational program.

IS - information system.

LO – learning outcomes.

OHPE - organization of higher and (or) postgraduate education.

OHPE IS - an information system of the organization of higher and (or) postgraduate education.

Register - Register of educational programs of higher and postgraduate education.

UHEMS - Unified Higher Education Management System.

User – system user who has the right to work in system with a given set of functionality, according to its role in the system.

Chapter 1. General Information

1. Appointment

This section of the "Register" Module is intended for the examination of educational programs submitted for inclusion or renewal.

1) Functional features of the module:

- Tracking the status of submitted applications and receiving the notifications on the change of the application's status;

- Carrying out an examination of the relevant EP of OHPE sent for examination by the Administrator by setting the result of checking the correlation of the EP disciplines with the learning outcomes, as well as determining the compliance of the EP with the given direction of training.

2) The procedure for including/updating the EP in the Register:

- OHPE fills out an application for inclusion/updating of the EP in the Register and sends it to the Administrator for consideration;

The Administrator performs the initial processing of the application. After which it may make the following decisions:

- send the EP for revision to the OHPE or send an application for examination. Examination of the program received for inclusion in the Register is carried out by 2 (two) experts in parallel. The examination of the innovation program is carried out by 3 (three) experts in parallel. Examination of the program received for updating is carried out by 1 (one) expert;

- Update the EP in the Registry;

- Reject the request to include/update the EP.

3) Each expert (E1, E2, E3) independently carries out an examination of the directed EP. Determines the degree of achievability of the LO and the compliance of the EP with the declared direction of training. The examination of the program is carried out by an expert within 10 (ten) working days from the date of receipt from the Administrator.

The expert can make the following decisions:

- *Send the EP for revision* to the OHPE;

- *Confirm*, this means that the EP can be included or updated in Register.

4) If at least one expert has comments, the EP is sent to the OHPE for revision.

5) After revision by the OHPE, all experts (E1, E2, E3) conduct an examination of the EP. The comments of experts are visible in the history of the application. The expert evaluates the revised application within 10 (ten) working days from the date of its receipt by the Register.

The expert can make the following decisions:

- Include the EP in the Register or update the EP in the Register;

- Reject the request to include/update the EP.

6) The application is automatically rejected in the information system if there is negative opinion of all or the majority of experts.

With an equal number of negative and positive expert opinions, the Commission considers the application with the involvement of an independent expert from the list of experts.

7) After the examination, the Administrator submits the expert opinions and application materials in electronic or paper form to the Commission, which accepts decision to include the program or reject the application.

2. Criteria and guidelines recommended for use when conducting an examination of the content of the EP

1) The main principles of the activities of experts are legality, credibility, confidentiality, independence, professionalism, and competence.

2) One expert can conduct an examination of several educational programs. An expert who works for the applicant is not allowed to conduct an examination of the applicant's program.

3) Expert:

- evaluates the program for compliance with the State Educational Standards, the national qualifications framework and (or) sectoral qualifications frameworks, professional standards (if any), approved in accordance with paragraph 2 of Article 117 of the Labor Code of the Republic of Kazakhstan (hereinafter - professional standards);

- analyzes the conformity of the program name with the content of the program, the given field of education, the direction of training according to the Classifier of areas for training personnel with higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569 (registered in the Register of State Registration of Normative Legal Acts under No. 17565);

- checks the correctness of filling in the application;

- determines the degree of achievability of learning outcomes for each discipline, correlated with the formed learning outcomes;

- evaluates the innovation program for orientation towards new types of activity, high level of demand for the profession, development of the innovation economy, the principle of priority of the sectors of the economy of the country and the region.

The name of the program should reflect the content of the program, be brief, specific and informative, and also correspond to the direction of training according to Classifier and assigned a code corresponding to the Classifier.

The goal of the EP should be formulated concisely, specifically and clearly summarize the competencies that must be acquired by students. The goal of the EP must meet the criteria - relevance, specificity, achievability.

Learning outcomes should be concise, specific, adequately reflect the context, level, scope and goals of the program.

Learning outcomes start with an active verb to express what students are expected to do as part of their professional activities and personal development, realizing professional functions through the use of competencies using the acquired knowledge and skills (for example, graduates can “describe”, “apply”, “generalize”, “evaluate”, “plan”). For the formulation, active verbs from Bloom's taxonomy are usually used.

The educational program must comply with the requirements of State obligatory standard of higher education in terms of the required number of academic credits, including by cycles and components, in depending on the direction and level of training.

The brief description of the discipline reflects the goal and content of the discipline as indicators of the achievement of learning outcomes in the EP. The description of the discipline should not contain any definitions, excerpts from lectures, textbooks, etc. Duplication of disciplines or the presence of different disciplines with the same description is not allowed.

4) The expert makes a proposal to include/update the EP in the Register, send it for revision or reject the EP by posting the result of the analysis in the information system.

5) The EP is recommended for inclusion/updating in the Register in case of compliance with the requirements and achievement of learning outcomes (at least 75%).

6) The expert opinion is displayed in the information system, including in the personal account of the applicant.

3. Authorization in UHEMS IS

For authorization in the user part of the system, the link to the UHEMS IS website should be used (<http://esuvo.platonus.kz/#/login>). On the authorization page, the system will display an authorization panel with the ability to enter a login and password of the user (login and password are provided by the Administrator) (Fig. 1).

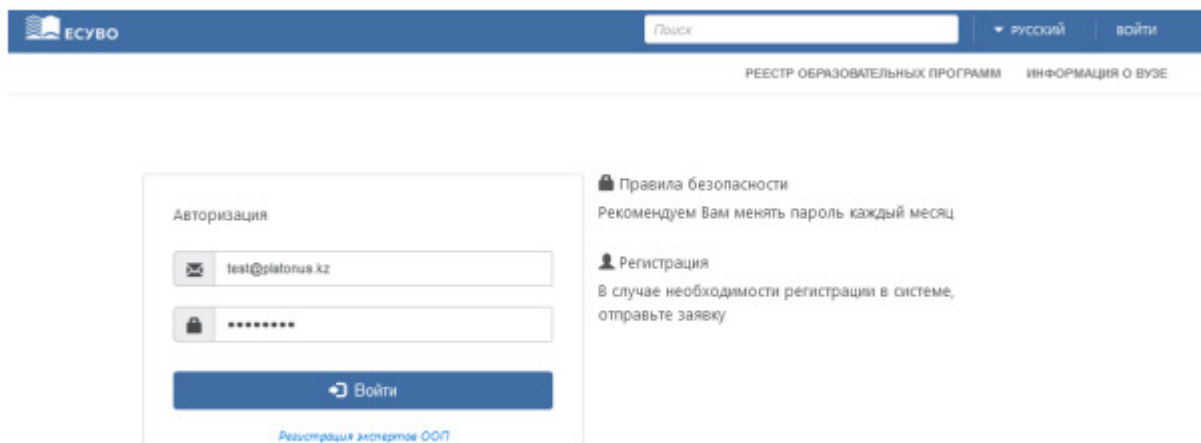


Figure 1. Login page

During authorization, the system checks the following:

- 1) The relevance of the entered login (e-mail address);
- 2) The correctness of the entered login and password. In case of incorrect login and password, the system will show an error message: "Incorrect username or password" and prohibit login.

Upon successful authorization, the main page of the system will be displayed by default.

Chapter 2 Description of features

4. Section "Register of EP"

4.1. Description of the main page of the section

After successful authorization in the system, the EP Register module will be available in the list of the main menu, when accessed, the main page of the module will be displayed. This page contains in tabular form of the applications of the OHPE for the inclusion/updating of the EP in Register that were sent by the Administrator to the specified expert for carrying out the examination:

- 1) *Name of the educational program* - the name of the educational program of OHPE, which was sent for examination, implemented in the form of an active links to go to the review page of the EP;
- 2) *Type of EP* - type of EP specified in the OHPE application;
- 3) *Type of application* - the corresponding type of application; The expert has access to OHPE applications of "Inclusion of the EP in the Register" and "Updating the EP in the Register" types;
- 4) *Status* - the current status of the consideration of the OHPE application;
- 5) *Date of sending for examination* - the date of sending the application for examination to a given expert;

6) *Examination completion date* – examination completion date (10 working days).

To sort records, a search filter is provided for the following fields:

- 7) *Interdisciplinary EP* - checkbox, by default - unchecked. If this option is checked, the system will hide the fields "Training direction", "Group of educational programs" and display the number of interdisciplinary EP;
- 8) *Direction of training* - a list of areas of training.

When selecting this option, the system will display the number of EPs in the context of the selected value;

9) *Group of educational programs* - a directory containing groups of educational programs. When selecting this option, the system will display the number of EPs in the context of the selected value;

10) *Type of EP* - a directory containing values (default - All):

- *Current EP*;
- *New EP*;
- *Innovative EP*;
- *All*.

11) *Application type* – a list field containing the following types of applications:

- *Inclusion of EP in the Register* - when this value is selected, the corresponding application type is displayed;

- *Updating the EP in the Registry* – when this value is selected, the corresponding type of application is displayed;

- *All* – selecting this value will display applications of all available types.

12) *Status* - a directory containing the values available for an expert:

- *Examination* – applications sent for examination to an expert;

- *Sent for revision (Expert)* – applications that have been sent for revision by experts;

- *Updated* - applications that have been revised by the OHPE;

- *Revised (with clarifications)* - applications that have been revised and supplemented with clarifications of the OHPE on comments;

- *Examination completed* – applications that have been validated by the experts and sent for further decision to the Administrator;

- *Approved* – Applications that have been approved by the Administrator and included/updated in the Register;

- *Rejected (Administrator)* – applications that have been rejected by the Administrator;

- *Rejected (Expert)* – applications that have been rejected by the Experts;

- *On the decision of the Commission* - the application, with an equal number of negative and positive expert opinions, is considered with the involvement of an independent expert from the list of experts;

- *On the decision of the Commission (again)* - applications that are considered by an independent expert and sent to the Administrator for further decision by the Commission.

13) *Professional standard for EP* - a list box with a multiple choice of professional standards. When selecting a value in this option, the system will display the number of EPs in the context of the selected value.

14) *Presence of an appendix to the license for the direction of personnel training* - a list of the presence of an appendix to the license (by default - All):

- *Yes*;

- *No*;

- *All* – if this value is selected, the system will display all appendices with and without a license application.

15) *Date* - entering the date period "from" and "to". The date on which the application was sent for the examination by a given expert.

4.2. Processing an application sent for examination

1) When referring to the link with the name of the educational program, displayed application review/processing page.

2) The following fields are displayed in the EP passport of the Expert:

- Registration data - contains application parameters (*type of application, status, status assignment date*);

- Field of education;

- Direction of training;

- Group of educational programs;

- Educational program;

- Purpose of the EP;

- Type of EP;

- NQF level;

- The level of the ISQ;
- Distinctive features of the EP;
- Language of training;
- Awarded academic degree;
- Training period;
- Volume of credits;
- Professional standard for EP;
- Date of approval of the EP by the Scientific Council;
- Availability of an appendix to the license for the direction of personnel training;
- Availability of EP accreditation;
- Atlas of new professions;
- Regional standard;
- Block "Formed learning outcomes" (with accompanying fields);
- Grounds for updating the EP in the Register (only in applications for updating the EP in the Register).

3) The application processing page for the Expert is available in view mode, with the exception of the block "Information about disciplines".

In this block, the Expert must determine the "Degree of achievable LO" for each discipline, correlated with the formed learning outcomes. In a cell with each associated with the discipline of the EP with the result of the training, the column "ER" (Examination results) is located, in which a list field is displayed with the following values in abbreviated form:

- *High* - this value indicates that the level of LO achievability is "High" (abbr: "High");
- *Medium* – this value indicates that the LO achievability level is “Medium” (abbreviated as “Med”);
- *Low* - this value indicates that the level of LO achievability is "Low" (abbr: "Low").

This field is active for selection only in those cells where the specified OHPE compared the discipline with the corresponding LO. For convenience, when hovering the cursor over the learning outcome code in the heading column, as well as in the cell where the discipline and LO are correlated (tick), the system displays a text containing a description of relevant learning outcome.

4) During the examination of the EP, the expert must periodically (5-7 minutes) save the changes made by clicking on the "Save" button located in the lower right corner. In this case, the system will save the entered changes without changing the status of the application.

5) On the OHPE application processing page, the following options are available to the expert for selection:

- *Send for revision* - when selecting and confirmation of this action the system will send an application for revision (correction of shortcomings indicated by the expert) to the OHPE that sent the application;
- *Confirm* – selecting this action indicates that the EP has been confirmed by the Expert and can be included/updated in the Register.

After the list of all disciplines of the EP, a field is displayed, referred to as "LO achievability ratio". In this field, the system calculates and displays calculated indicator "LO achievability ratio" according to the specified values in the sub-columns "ER" (Examination results). Cells not filled by an expert in the column "ER" in the block "Information about disciplines" are framed in red.

Note: The progress of the examination can be viewed in the Application History, which is located in the upper right corner.

4.3. Description of the "Submit for revision" action

1) If there are comments, the expert has the right to send an application for revision, clicking on the "Submit for revision" button. In this case, it is necessary to immediately indicate all the available comments since the EP is sent to the OHPE for revision by the expert only once.

When accessing this button, the system will display a pop-up window "Reason", where it is necessary to enter the text indicating all available comments. After that, be sure to click on the "Submit for revision" button, which will be active after entering text with comments.

When accessing the "Send for revision" button, the system:

- will assign the status "Sent for revision (Expert)" to the application for this expert;
- displays an informative message: "Application sent for revision";
- the text specified in the "Base" pop-up window will be displayed on the page viewing the application in the line with the status of this application;
- will send a notification to the representatives of the given OHPE: "Application for inclusion of the passport of the educational program {"Name of the EP"} to the Register was returned for revision by an Expert."

2) After sending the application for revision to the OHPE (to the developer), the processing page application for the Expert will be available in view mode.

3) After revision, the expert will see the clarifications of the OHPE (if any) to the expert's comments.

4) After revision of the EP, the buttons "Confirm" or "Reject" will be available to the expert.

4.4. Description of the "Confirm" action

1) If the EP passport meets all the requirements, the expert can confirm this application by selecting the "Confirm" button. To confirm, the expert should be sure to evaluate all the LO values noted by the OHPE in the columns "Formed learning outcomes (codes)".

Also, when the application is confirmed by the Expert ("Confirm" action), the system checks the calculated LO reachability factor for the given EP with a minimum value for inclusion of the EP in the Register" (75%). If the LO reachability ratio calculated for a given EP is less than the set value, the "Confirm" button will be inactive for selection, i.e. the EP cannot be included in the Register. If necessary, the expert has the opportunity to make changes to the previously selected estimates.

2) After the block "Information about disciplines" the flag field "EP corresponds to the declared direction of training", in which it is necessary to put a mark when confirming the EP.

Next, there is a text field "General opinion of the expert", where the expert needs to write "EP is recommended for inclusion/updating in the Register".

3) When accessing the "Confirm" button, the system will ask for confirmation the action to be performed, displaying the message: "After confirming the application data editing will be impossible. Are you sure?". In case of confirmation selected action, the system will assign the request the status "Examination completed" for this Expert Advisor and display an informative message: "The application is confirmed".

4) After the application is confirmed by the expert, the application processing page for the expert will be available in preview mode.

Note: The overall status of the application on the main review page will change when decisions are made by all experts who review this EP.

4.5. Description of the "Reject" action

If the EP does not meet the requirements, the expert has the right to reject the application for including/updating the EP by clicking the "Reject" button.

When accessing this button, the system will display a pop-up window "Reason", where the expert enters the text indicating the reasoned refusal. After that, the expert should be sure to click on the "Reject" button, which will be active after entering the text of a reasoned refusal. When accessing the "Reject" button, the system will assign the application the status "Rejected" for this expert and display an informative message: "Application rejected".

After the application is rejected, the application processing page is available in view mode.