



I. K. AKHUNBAYEV KYRGYZ STATE MEDICAL ACADEMY
Provisions on the Educational and methodological complex

«Approved»

Rector of KSMA, prof.

_____ **Kudaibergenova I.O.**

« _____ » _____ **2018**

1. General provisions

1.1. The Provision on the educational and methodological complex (Provision) is intended to introduce unique requirements for the educational and methodological support of all disciplines included in the curriculum and implemented at the departments of the I. K. Akhunbayev KSMA.

1.2. This Provision regulates the process of preparation of educational and methodological equipment of disciplines, both in terms of content and form, in order to maintain continuity in the teaching of academic disciplines, as well as to create conditions that allow for the effective organization and support of independent work of the student.

1.3. Educational-methodical complex is created at the Department for each academic discipline for the organization of the educational process in accordance with the requirements of the state educational standard of higher professional education (SES HPE KR).

1.4. The requirements of the Provisions are unique in educational activities I. K. Akhunbayev KSMA and must be followed by all departments.

2. Main tasks

2.1. Preparation of educational and methodological support for each discipline taught within the structure of the curriculum, the formation of educational and methodological complexes in all disciplines.

2.2. Equipping the educational process with educational-methodical, reference and other materials that improve the quality of training of specialists.

2.3. Creation of a tool for planning and organizing work to improve the educational and methodological base of the I. K. Akhunbayev KSMA.

2.4. Obtaining educational and methodological materials necessary for the preparation of electronic textbooks, teaching aids.



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3. Structure of the educational and methodological complex

3.1. Educational and methodological complex (EMC) - a set of educational and methodological materials that contribute to the effective development and implementation of educational material by students included in the educational program of student training.

3.2. The composition of the EMC includes:

3.2.1 .The working program of the academic discipline that meets the requirements of the State Educational Standard of the Kyrgyz Republic and takes into account the specifics of training students in their chosen field or specialty.

The working program is compiled by the departments for all taught subjects on the basis of existing curricula in accordance with the requirements of the SES and is the main document defining the content of the EMC for the discipline. The working program of the discipline should be preceded by extracts from the requirements for the mandatory minimum content of the discipline in the SES HPE of the specialty (direction), indicating the total number of hours. Working programs should be discussed annually at the meetings of the departments, revised and supplemented taking into account changes in the working curricula of educational programs, the schedule the educational process, as well as the latest achievements of science and practice.

The working program of the discipline should include the following sections:

- 1) The title page.
- 2) The purpose and tasks of the discipline, its place in the educational process.

The goals and tasks of studying the discipline are related to the general goals SES HPE in the specialty / direction of training, provides a clear definition of its place and role, shows the relationship with other disciplines MEP (what disciplines it relies on, what disciplines it should precede). Specify the semester (s) in which this discipline should be studied in order to maintain the logic in the sequence of studying related subjects.

The requirements for the level of development of the discipline relate to the competencies defined by the State Educational Standard of Higher Professional Education and the KSMA graduate model, and reflect the requirements for knowledge, skills and abilities acquired as a result of studying the discipline.

- 4) The scope of the discipline and types of academic work.
- 5) The content of the curriculum of the discipline.
- 6) Educational and methodological support of the discipline.



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This section should include the following subsections:

- Basic literature (3...5 titles available in the library fund of the I. K. Akhunbayev KSMA);
- Additional recommended literature (up to 10 titles);
- Means of educational and methodological support of the discipline, technical training tools, manuals, posters, reagents, a list of laboratory devices, etc., necessary for the development of the discipline.

7) A list of topics for students' self-study; forms and methods of self-training

3.2.2. The Syllabus, which includes the following sections:

1) The title page, certified by the head of the department, and reflecting the name of the discipline, its volume (number of credits), year, semester of the course.

2) On the second sheet:

- information about the course (department name, address);
- information about the head of the department, lecturer and teachers, indicating the offices and contact phone numbers;

* schedule and location of teachers ' shifts.

3) Abstract.

4) The purpose and tasks of the discipline.

5) Prerequisites - a list of disciplines required for the development of the studied discipline.

6) Post-requirements - a list of disciplines that are mandatory or recommended for mastering after studying this training course.

7) Expected learning outcomes: know, be able to, master.

8) The thematic plan of lectures, practical classes and self-study work of the student.

9) The list of references - the main, additional and electronic resources.

10) Questions to control students' knowledge.

11) scoring policy.

12) Academic Conduct and Ethics Policy.

3.2.3. Educational and methodological materials (EMM) for the following types of classes: lectures, seminars, practical (laboratory) classes, term papers.



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The EMM lecture course includes:

- Textbooks, methodological recommendations developed by teachers of the department;
- Abstracts (texts, diagrams, presentations) of lectures in printed form and in electronic form;
- Lists of educational literature recommended to students as the main and additional on the topics of lectures (in the relevant discipline).

The EMM of seminars / practical classes includes:

- a thematic lesson plan with an indication of the sequence of topics considered and the amount of classroom hours allocated for the development of materials on each topic;
- brief theoretical and educational materials that allow the student to get acquainted with the essence of the issues discussed at the seminar / practical lesson;
- questions/test tasks/situational tasks to control students' knowledge;
- the list of references necessary for the purposeful work of the student during the preparation for the seminar (the list of references is drawn up in accordance with the rules of bibliographic description);
- theoretical provisions and instructions for performing laboratory work;
- guidelines for the implementation of self-study work of students;
- recommendations on the organization of the student's workplace, compliance with safety regulations, sanitary standards.

The composition of the EMM for the term work includes:

- the subject of the term work;
- the methodology of the term work, including the procedure for performing the calculated part of the work, the methodology for analyzing the results obtained and the procedure for registration with the indication of additional literature, the use of which allows to study in more depth certain issues considered in the course work;

The structure of the EMM according to the forms of current, intermediate, boundary and final control includes:

- sample topics of research papers, essays (the working program of the discipline may include recommendations for their implementation);
- variants of control works, test tasks, situational tasks, exam tickets (materials are a set of tasks that allow to determine the development of individual topics of the curriculum);
- control questions for each topic of the curriculum and for the entire course (the list of questions is presented in the specified sequence in full in accordance with the educational program).



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3.2.4. Dictionary of terms (glossary).

In each discipline, special terms are used, the content of which is not obvious and requires explanation, for which the dictionary should provide definitions of the terms found in the course. They can be linked to topics or arranged in alphabetical order.

3.2.5. Structure of the practical lesson (chronocard)

3.2.6. Material and technical equipment of the department (number of classrooms, office equipment, visual aids, list of information and interactive technologies used in the study of the discipline).

4. The procedure for developing the EMC

4.1. The EMC is developed by the teacher (team of teachers) of the department, which provides the conducting of the discipline in accordance with the curriculum of training students in the specialties. The department-developer is responsible for the high-quality training of the EMC that meets the requirements of the State Standard for the training of Students in the specialty, for the educational, methodological, and technical support of the relevant discipline, including the provision of the educational process with educational and methodological literature.

4.2. The teaching and learning materials included in the EMC should reflect the current level of development of science, provide for a logically consistent presentation of the educational material, the use of modern methods and technical means of intensifying the learning process, allowing students to deeply master the educational material and gain skills for its use in practice.

4.3. The development of the EMC includes the following stages:

- development of a working program for an academic discipline that is part of the curriculum for training students in the relevant specialty;
- development of lecture notes, methods of conducting practical classes;
- preparation of documentation for the EMC;
- discussion and approval at the educational and methodological profile committees of faculties (EMPC), the main educational and methodological committee (MEMC) I. K. Akhunbayev KSMA
- regular correction of the EMC materials.

4.4. Training programs are developed and approved in accordance with the requirements of the KSMA before the beginning of the development of this discipline by students.



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4.5. Educational and methodological materials of the lecture course, practical classes, professional practice, term papers they are developed in accordance with the approved program for the discipline.

4.6. The development term of materials is set by the department EMC developer for the relevant discipline is recorded in the protocols of the meeting of the department, the preparation of the elements of the EMC is included in the individual plan of educational and methodological work of the teacher and the working plan of the department.

4.7. Changes in the materials of the EMC in order to improve the quality of teaching, to include new materials in the EMC that more fully reflect the timely state of the materials of the EMC are made by the decision of the profile department.

5. Organization of the content and quality control of the EMC development

5.1. Organization of the content and quality control of the EMC development is assigned to the departments, Faculties EMC, MEMC of KSMA.

5.2. The department-developer of the EMC carries out the current control of the content and quality of the EMC training.

Department:

- ✓ develops and approves a plan for the preparation of the EMM in the relevant discipline, which defines the terms and responsible for the preparation of the EMM complex;
- ✓ the training plan for the current year is reflected in the plan of educational and methodological work of the department and in the individual work plan of the teacher;
- ✓ the working program for the relevant discipline is reviewed in a timely manner, reviewed and submitted for approval by the EMPC of the faculty;
- ✓ the article considers the educational and methodological materials submitted by the developers of the EMC;
- ✓ The readiness of the EMC to be used in the educational process is regularly evaluated and operational measures are taken to eliminate the backlog from the EMC training plan;

5.3. In order to assess the teaching skills of the teacher, the compliance of the material presented with the curriculum, the level of development the head of the department or a person authorized by him conducts control visits to classes and lectures. The head of the department bring the results of the control visits are discussed with the lecturer or teacher who conducted the lesson and the main conclusions to all employees of the department.

5.4. At the stage of adjusting the materials EMC head of the Department performs periodic monitoring of their compliance with modern the level of development of science, technique and technology implementation training process.



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5.5. Educational-methodical profile committees of the faculty is carried out periodic monitoring of the training content and quality of teaching materials for the courses included in the curriculum prepare students for the specialties.

5.6. The head of the department is responsible for the content and quality of educational and methodological complexes.

5.7. The review of the EMC is carried out by a related profile department and by a specialist in the relevant field of knowledge.

The review of the EMC should contain a comprehensive and objective assessment of the entire educational and methodological complex: an analysis of the methodological advantages and disadvantages; an assessment of the scientific level and compliance of the content and volume with the educational standard; the didactic expediency of the material; a list of comments.

The final part of the review should contain well-founded and reasoned conclusions about the feasibility (positive review) of using the EMC.

After receiving of two positive reviews, the EMC is submitted for approval by the EMPC of the faculty.

If a negative review is received, the EMC is returned to the author / compiler for revision.

6. Storage and use of the EMC

6.1. The EMC is developed and is passed all stages of approval in electronic and paper form.

6.2. All EMC pass the approval procedure at least once every five years;

6.3. The EMC in the printed or typewritten version is stored at the department and in electronic form at the Educational and Methodological Department.

7. Requirements for the design of the educational and methodological complex The text of the CMC is presented in two forms:

- printed on A4 sheets on one side;
- in electronic form in the WORD text editor.

Each page of the educational and methodical complex is designed with the following fields: top-2 cm; bottom-2 cm; right-1 cm; left – 3 cm.

The main text typing on a computer is printed in the WORD text editor in the standard Times New Roman font, font size 14, line spacing-1.5.

The text of the footnotes is printed in the WORD text editor in the standard Times New Roman font, font size 10, line spacing-1.0.



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A working group consisting of the following members developed the provision:

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