"APPROVED"
Rector of "International information technologies university" JSC
_____ Uskenbayev R.K.
November 01, 2019

RULES OF FORMING
THE CATALOG OF ELECTIVE DISCIPLINES
R-56

Revision 1

	Position	Name and initials	Signature
Developed	Director the Department of Academic Affairs	Mustafina A.K.	
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Agreed	Dean of Faculty	Mukazhanov N.K.	
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Agreed	Head of REET department	Bakhtiyarova E.A.	
Agreed	Head of IS department	Serbin V.V.	
	Head of MCM department	Ydyrys A.Zh.	
	Head of EB department	Shildibekov E.Zh.	
	Head of MCHK department	Niyazgulova A.A.	
	Head of Languages department	Manapbayeva Zh.Zh.	
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CONTENT

1. PURPOSE AND SCOPE OF APPLICATION

1.1 The credit technology of education assumes the freedom of choice of students disciplines, included in the working curriculum (WC), providing their direct participation in formation of individual educational plan (IEP).

1.2 In the working curriculum of specialties/educational programs of bachelor's, master's and doctoral studies two cycles of disciplines are offered: compulsory component (CC) and elective component (EC). In the correct choice of disciplines taking into account the future professional activity Catalog of Elective Disciplines (CED) plays an important role in the correct choice of disciplines taking into account the future professional activity.

1.3 Requirements of the State obligatory standard for the levels of education: bachelor's, master's and doctoral programs are taken into account when compiling the CED.

1.4 The main purpose of CED is to provide students with opportunity to get acquainted with the brief content of programs on elective disciplines in order to ensure their meaningful choice.

2. REGULATORY REFERENCES

This Regulation on the catalog of elective disciplines is developed in accordance with:
   - Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 № 319-III;
   - Rules of organization of educational process on credit technology of education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 № 152, with amendments and additions from 12.10.2018;
   - Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604 "On approval of state obligatory standards of education of all levels of education";
   - Standard rules of activity of educational organizations of corresponding types, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595;
   - SCSE RK 5.05.001-2005 "System of coding of academic disciplines of higher and postgraduate education".

3. TERMS AND ABBREVIATIONS

3.1 Educational program - uniform set of basic characteristics of education, including objectives, results and content of education, organization of the educational process, ways and methods of their implementation, criteria for evaluating the results of education.

3.2 Educational program - uniform set of basic characteristics of education, including objectives, results and content of education, organization of the educational process, ways and methods of their implementation, criteria for assessing learning outcomes.

The content of educational program of higher education consists of disciplines of three cycles - general education disciplines (hereinafter GED), basic disciplines (hereinafter BD) and profile disciplines (hereinafter PD).

The GED cycle includes disciplines of compulsory component (hereinafter UC), university component (hereinafter UC) and (or) elective component (hereinafter EC). BD and PD include the disciplines of UC and EC.

3.3 Catalogue of elective disciplines (GED) - systematized annotated list of all disciplines of the elective component, for the entire period of study, containing their brief description with the purpose of study, brief content (main sections) and expected learning outcomes. GED reflects the prerequisites and post-requisites of each academic discipline. GED should provide students with an opportunity for alternative choice of elective disciplines for the formation of an individual educational trajectory.

On the basis of the educational program and GED learners with the help of advisers develop individual educational plans.

3.4 Individual Educational Plan (IEP) - educational plan, formed for each academic year by the student independently with the help of an adviser on the basis of the educational program and the catalog of elective disciplines and (or) modules;

IEP determines the individual educational trajectory of each student separately. IEP includes disciplines and types of educational activities (practices, research/experimental-research work, forms of final certification) of the compulsory component (CC), university component (UC) and elective component (EC).

3.5 Advisor - lecturer who performs the functions of an academic tutor, studying under the relevant educational program, assisting in the choice of learning path (formation of an individual educational plan) and mastering the educational program during the period of study.

3.6 University component - list of compulsory academic disciplines determined by university independently for the mastering of educational program.

3.7 Optional component - list of academic disciplines and the corresponding minimum amount of academic credits offered by the university, independently selected by students in any academic period, taking into account their prerequisites and post-requisites.

3.8 Elective disciplines - academic disciplines included in the university component and elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and needs of a particular region, established scientific schools.

3.9 Postrequisites - disciplines and (or) modules and other types of academic work, for the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the study of the discipline and (or) modules;

3.10 Prerequisites - disciplines and (or) modules and other types of academic work, containing knowledge, skills, abilities and competencies required for the mastering of the discipline and (or) modules;

3.11 Competencies - ability to practically use the knowledge, skills and competencies acquired in the process of knowledge, skills and abilities acquired in the process of training in professional activity.

4. GENERAL PROVISIONS

4.1 Planning of educational process is the main task in the management system for educational activity of the University and realized through the work educational plan (WEP). In the process of development the WEPs include disciplines of compulsory component or standard curriculum of the State Educational Standards SCSE of Specialties and elective disciplines offered by the graduating departments. The graduating departments annually prepare the CED of specialties/educational programs.

4. 2 CED is made for each specialty/educational program separately and is a systematized annotated list of all disciplines of the elective component, containing a brief description of them with an indication of the purpose of study, brief content (main sections) and the expected results of study (acquired by students knowledge, skills, skills and competencies). When compiling the CED of specialties/OPs, graduate departments should take into account the trends in the development of science, technology, the needs of the market and the demands of consumers of educational services of University.

4.3 To provide competent assistance to students in the formation of a thoughtful and holistic educational trajectory, there is an advisory service.

4.4. Advisors help students to make individual educational plans, which should reflect the needs of the labor market, the requirements of employers and the interests of students.

4.5 CEDs of specialties/educational programs should be developed by graduate departments in accordance with the following requirements:
- Elective disciplines are determined in accordance with the need for students to master professional competencies defined in the educational program, professional standards and State obligatory standards of education;
- The order of study of elective disciplines is carried out in accordance with the logic of academic interrelation and sequence of study of disciplines, i.e. with the indication of prerequisites and post-requisites;
- Elective disciplines are presented with a brief content of disciplines, indicating the number of credits and coding of disciplines. The coding of disciplines of catalogs is carried out in accordance with SCSE RK 5.05.001-2005 "System of coding of academic disciplines of higher and postgraduate education".

4.6 Catalog of elective disciplines provides the possibility of alternative choice of elective disciplines. Each block of elective disciplines must contain at least 2 elective disciplines to choose from.

4.7 For Bachelor's degree, the CED lists the disciplines of cycles GED, BD, PD. For Master's degree and doctoral studies only cycles BD and PD are filled in.

4.8 CED is formed in three languages.

5. CED DESIGN AND STRUCTURE

5.1 The cover page indicates: name of University, Faculty, Department; level of education - bachelor's, master's or doctoral degree; year of admission - for students who entered this year, the CED is developed for the entire term of study. The cover page is made out, according to Annex 1 to this document.

5.2 CED is considered at the department meeting, signed by the Director of DAA, and approved by educational-methodical council. All numbers and dates of the minutes of the meetings are written on the back side of the cover sheet. The reverse side of the cover page is drawn up in accordance with Annex 2 to this document.

5.3 The list of elective disciplines contains the following information:
- Discipline cycle;
- Discipline code;
- Name of discipline;
- Semester of study (semesters of study of prerequisite and post-requisite disciplines should not coincide with semesters of study of the discipline itself);
- Number of credits;
- Prerequisites.

Elective disciplines

Cycle of discipline	Code of discipline	Name of discipline	Semester	Number of credits	Prerequisites
	1 year				
	2 year				

	3 year				
	4 year				

5.4 Description of the elective discipline, contains the following information:
- Discipline code;
- Name of discipline;
- Number of credits;
- Course, semester;
- Name of the department;
- Course Author(s);
- Prerequisites;
- Post-requisites;
- Purpose of the discipline;
- Brief description of the course (main sections);

Expected results

Description of elective discipline	
Discipline code	
Name of discipline	
Number of credits	
Course, semester	
Name of department	
Course author	
Prerequisites	
Post-requisites	
Purpose of studying the discipline	
Brief description of the course (main sections)	
Expected learning outcomes (knowledge, skills and competencies acquired by students)	

6. ACQUISITION AND STORAGE

6.1 The original CED copy is stored at the department, its safety is the responsibility of the head of the department.

6.2 The scanned copy of the approved CED is placed on LMS MOODLE (dl.iitu.kz) and submitted electronically to the Methodological Division of the Department of Academic Affairs.

Annex 1

Faculty of "Information Technologies"
Department "_____"

APPROVED
Vice-rector for academic and educational affairs
of "International information technologies university" JSC

_____
(Signature) (full name)
_____20 _____

_____
(educational program code)

_____
(name of Educational Program)

CATALOG OF ELECTIVE DISCIPLINES

20 _____ year of enrollment

Revision 1

Year

Annex 2

Catalog of elective disciplines for specialty/EP _____

_____

is developed on the basis of working curriculum on specialty/EP.

The catalog of elective disciplines was discussed at the meeting of department, protocol №___
dated _____20___.

Head of the Department   _____   _____
                                              Signature   Full name, title, degree

CED prepared by: _____   _____
                                              Signature   Full name, title, degree

The catalog of elective disciplines is approved at the meeting of Educational and Methodical Council of "International information technologies university" JSC, protocol №_____ dated _____.

Director of DAA: _____   _____
                                              Signature   Full name, title, degree