

Unofficial translation

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
INSTITUTION "SALYMBEKOV UNIVERSITY"**



AGREED

**at the meeting of Academic Council
“Salymbekov University” Institution
protocol №__ dated on«__» 20__**

APPROVED_____

**by the rector of “Salymbekov University”
Institution Zhumadilov E.Zh.
dated on «__» _____ 20__**

**REGULATIONS
ON ATTENDANCE AND MUTUAL
ATTENDANCE OF CLASSES**

Bishkek 2019



1. General Provisions

1.1. The regulation on the procedure for attendance and mutual attendance of training sessions (hereinafter referred to as the Regulation) establishes the procedure for attending training sessions by participants in educational relations at the "Salymbekov University" Institution (hereinafter referred to as the University).

1.2. This provision has been developed in accordance with the regulatory documents:

- Law of the Kyrgyz Republic "On Education";
- State educational standards (hereinafter referred to as GOS VPO);
- Normative documentation regulating the procedure for conducting educational activities;
- Charter of the University and these regulations.

1.1. The main objectives of visiting and mutual attendance of training sessions are:

- monitoring compliance with legislation in the field of higher professional education and compliance with the requirements of educational standards for the level of training;
- monitoring the implementation of training programs and preparation for state certification;
- ensuring the quality of education and improving the efficiency of the university;
- methodological support and inspection of the teacher's activities;
- study and exchange of positive and innovative pedagogical experience, as well as advanced educational technologies and teaching methods;
- predicting possible inconsistencies and improving the educational process.

1.2. Attendance and mutual attendance of training sessions are one of the forms of internal control of the organization of pedagogical activity and methodological work of the University teachers.

1.3. The regulation regulates the activities of the University in carrying out activities aimed at determining the quality of teaching activities in educational programs and its improvement.

1.4. This provision is intended to ensure:

- the rights of students to receive education at the SES VPO in accordance with the law "On Education" and the Charter of the University;
- the rights of parents (legal representatives) to familiarize themselves with the course and content of the educational process, with performance assessments in accordance with the Law "On Education" and the Charter of the University;
- the rights of teachers to freedom of creativity in accordance with the law "On Education";
- the rights of the University administration to exercise control over the activities of teachers on the issue of assimilation by students of the requirements of curricula in disciplines, as well as compliance with legislation in the field of education and upbringing.

1.5. The participants of educational relations are:

- students;
- parents (legal representatives) of minor students;
- teaching staff;
- administration.



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- 1.6. The object of visiting and mutual visiting is pedagogical activity and the educational process.
- 2. The procedure and conditions for attending training sessions and extracurricular activities**
- 2.1. Class attendance and extracurricular activities by participants in educational relations are regulated by the approved schedule or plan of the University.
- 2.2. The schedule for attending classes and extracurricular activities within the framework of scheduled inspections by departments is developed and approved by the heads of departments at the beginning of each semester and brought to the attention of teachers.
- 2.3. The schedule for visiting training sessions by the Rectorate as part of scheduled inspections is being developed educational and methodological department (UMO), and approved by the Rector at the beginning of each semester and brought to the attention of the relevant departments.
- 2.4. Unscheduled attendance at classes and extracurricular events by the Rectorate is regulated by the order of the Rector and is carried out by the Educational and Methodological Department (AMD) of the University.
- 2.5. The President of the University has the right to organize scheduled and unscheduled control visits to training sessions and extracurricular activities.
- 2.6. The schedule for monitoring training sessions is also developed based on the results of a survey by the Development Department or complaints from interested parties (consumers).
- 2.7. Officials with the right to control can first familiarize themselves with the thematic and lesson plans of the teacher, the curriculum.
- 2.8. All participants are allowed to attend open lessons and events held within the framework of scientific and practical conferences, methodological seminars, etc.
- 2.9. For good reasons, the teacher has the right to ask to reschedule the scheduled visit of the class by officials to another time (the teacher's illness, the absence of a large number of students from the lesson due to the epidemic, etc.).
- 2.10. Without the permission (consent) of the teacher, his classes and extracurricular activities can be attended by the University administration represented by the president, rector, vice-rectors, deans, head. UMO and departments, as well as persons authorized by them within the framework of scheduled and unscheduled inspections.
- 2.11. Other employees and teachers attend classes and events in agreement with the teacher and the permission of the administration (rectorate, dean's office and department) in strict accordance with the approved schedule or visit plan.
- 2.12. Parents can attend any educational session and extracurricular activities at which their child is present, by prior agreement with the head. departments or deans.
- 2.13. The teacher must be informed about the planned visit at least 45 minutes before the start of the lesson. President, Rector, Dean departments and the educational and methodological department, as well as persons authorized by the administration can attend classes without warning.
- 2.14. While attending training sessions, visitors are prohibited from:
- intervene in the course of its conduct;
 - go out during a training session (except in extreme cases);
 - talk with students, ask them questions, etc.;



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- express their attitude to the teacher and students or to the lesson by facial expressions, facial expressions, etc.;
 - leave the lesson before it ends (except administration).
- 2.15. Photographing, audio and video recordings in the lesson are allowed only with the consent of the teacher and the administration.
- 2.16. Those attending the class have the right to:
- familiarize yourself with the lesson plan;
 - to get acquainted with the educational-planned documentation;
 - methodological recommendations and didactic teaching aids;
 - collect and review student notebooks;
 - if it is necessary to talk with students after classes on a topic of interest to him in the presence of a teacher;
- 2.17. After attending the lesson, parents (legal representatives) have the right to:
- participate in the discussion of the lesson, express their opinion;
 - receive advice on issues of interest to them;
 - contact the director on the issue of interest for a decision.
- 2.18. After attending class mandatory interview administration or officials in the following areas: self-analysis of the training session by the teacher; analysis of the lesson by those who attended the training session; coordination of the conclusions of the teacher and the visitor based on the results of the visit.

**3. The procedure and conditions for attendance and mutual attendance of training sessions
and extracurricular activities by teachers**

- 3.1. Visits and mutual visits by teachers of the department are carried out in accordance with the approved schedule of the current semester.
- 3.2. Changes in the schedule of mutual visits must be notified to the teacher in advance, one day before the visit.
- 3.3. Mutual attendance of classes is organized between teachers both within the department and different departments.
- 3.4. Teachers have the right to attend classes of their colleagues in order to: study, generalize and exchange advanced pedagogical experience or pedagogical skills, master advanced pedagogical technologies, provide methodological and professional assistance, more rational use of interdisciplinary connections, control over the work of the supervised group and mentoring young teachers.
- 3.5. Teachers with extensive professional experience and teaching skills can participate in open classes or "master classes", demonstrating their qualifications, innovative technologies and teaching methods. Such classes are confirmed by the issued certificate of a high pedagogical level of the teacher.
- 3.6. The rights of the attending teacher: the attending class has the right to familiarize himself with the educational-planned documentation, methodological recommendations and didactic teaching aids used in this lesson, tactfully express his opinion about the positive and negative aspects of the attended lesson when analyzing after its completion.
- 3.7. Responsibilities of the visiting teacher: the teacher is obliged to notify the teacher in advance of his intention to attend his class; not interfere with the work of the teacher and students; observe silence



and order; after each lesson attended, the teacher who was present at the lesson should analyze the lesson: note the positive points, tactfully point out errors and draw up the analysis in writing.

3.8. The rights of the visiting teacher: the teacher has the right not to give permission for teachers to visit his class, if there was no prior agreement; at the same time, the teacher, whose class colleagues want to attend, has the right to determine when and what class it is advisable to come to make the visit more effective.

3.9. Obligations of a visiting teacher: not interfere with the intentions of teachers to attend his classes without objective reasons; teachers with the highest and first qualification category are obliged to admit any of their colleagues to their classes and provide them with pedagogical and methodological assistance; provide the visitor with a place in the study room to observe and analyze the course of the lesson.

3.10. The summary results on the mutual attendance of classes are provided by the heads of the departments in the general annual report of the work of the department at the UMO.

3.11. If the persons who attended the classes established facts that, in their opinion, lead to a decrease in the quality of teaching and, accordingly, the level of training of future specialists, then they have the right to raise the question of providing this teacher with pedagogical and methodological assistance before the dean's office or department.

3.12. All contentious issues that may arise in the process of discussing the attended lesson should be resolved at meetings of the UMO in the presence of the heads of the relevant departments, including the head and employees of the HR and Records Management Department.

4. Monitoring of training sessions

4.1. Monitoring of training sessions and their attendance by students is carried out in order to control the quality of pedagogical activity and the educational process at all levels and forms of education.

4.2. Monitoring of the quality of training sessions is carried out by the rector's office, faculty / institute in accordance with the planned schedule for their control.

4.3. Monitoring of training sessions includes:

- control of the organization and observance of the schedule of classes;
- control of labor violations on the part of teachers (breakdowns, delays);
- quality control of the classes;
- Monitoring student attendance.

4.4. When monitoring and evaluating pedagogical activity, the following are taken into account:

- maintaining the structure of classes: emphasizing the organizational moment, the presence of educational and psychological motivation, connections with the future profession, lecturing with updating and consolidating the material, etc.;
- rational distribution of time in the classroom;
- the use of interactive methods and forms of conducting classes, the absence of monotony in the presentation of material;
- level of preparation for classes: availability of TCO, didactic (handout) material, plan and abstract of lectures, presentations, etc.;
- the degree of mastery of the material of classes;
- the ability to maintain and distribute attention between students, to build feedback;
- availability of an individual approach to students;
- organization of independent work of students;
- expressiveness of speech, the ability to correctly build accents in the process of presenting information;



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- psychological climate in the educational team.
- 4.5. Control of the schedule of training sessions and their attendance by students is carried out daily by the educational department, in accordance with the schedule of inspections.
- 4.6. The results are discussed weekly at the cathedral council. Violations of the class schedule (disruptions, delays) by the inspector are recorded in the report and brought to the attention of the heads of the relevant departments (faculties / institutes, departments) for taking the necessary measures.
- 4.7. In the case of fixing two labor violations of a teacher, his data are included in the schedule for monitoring training sessions by the administration at the university level. The results of the inspections are reflected in the acts of visiting (Appendix 1), discussed at the meeting and measures are taken to improve the quality of teaching activities.
- 4.8. Identification of the facts of violation of the educational process is carried out on the basis of checks of compliance with the schedule of classes and labor discipline. Violations are considered deviations from the plan of the educational process:
- teachers being late for a lesson according to the class schedule by more than 5 minutes;
 - non-attendance at the training session according to the schedule;
 - violation of the schedule of the educational process and the schedule of classes (transfer of date, time, audience);
 - completion of classes before the scheduled end time;
 - conducting classes by an outsider (with the exception of the official replacement of an absent teacher).
- 4.9. The UMO employee, who exercises daily control at the beginning or at the end of training sessions, notes the activities of the teacher, records his comments.
- 4.10. In case of low quality of teaching, in the presence of supporting documents on labor violations, the issue is submitted to the meeting of the dean's office to consider the suitability of the employee's position at the University. Recommendations are submitted to the rector for a final decision.
- 4.11. The control of training sessions and their attendance by students is also carried out at the level of the faculty/institute and departments. The test results are submitted to the training department.
- 4.12. At the level of the Rectorate, the schedule for monitoring training sessions is drawn up by the UMO with the participation of the heads of the relevant structural divisions of the University and qualified teaching staff.
- 4.13. Monitoring of training sessions can also be carried out on the basis of an order of the President based on the results of a survey by the Development Department and complaints from interested parties, as well as in accordance with the planned activities of the licensing and monitoring department.
- 4.14. In such cases, to check the teacher's classes, a commission is created consisting of two or three people, from qualified teachers, with the appropriate basic education and experience in teaching.
- 4.15. Attendance at training sessions is carried out by the commission according to the approved schedule. Inspectors must enter the classroom before the start of the classes and not interfere with their conduct, not comment or give recommendations during the classes, record the results of the visit in the acts (Appendix 1).
- 4.16. At the end of the classes, the tested teacher should review the results and comments. The visit certificates are signed by the members of the commission, the teacher and transferred to the licensing and monitoring department. A copy is provided to the head of the department.
- 4.17. Corrective and preventive actions based on the results of the analysis of the quality of conducting open classes, visits and mutual visits, the following activities can be carried out:
- sending a teacher to a refresher course;



- sending a teacher for an internship at universities or relevant industries and enterprises;
- appointment of repeated monitoring and open classes;
- making a decision on the need to improve the educational and methodological support of the educational program;
- making a decision on the need to introduce new educational and interactive technologies and methods into the educational process;
- replacement of the teacher by another experienced teacher of the department;
- recommendations for the inclusion of a commission visit at the university level;
- certification of pedagogical qualifications and other activities.

5. Documentation and reporting

5.1. During the visit to the classes, an act of attendance is filled out (Appendix 1) and, according to the established criteria, recommendations and comments are made. The checked teacher gets acquainted with the act. If there is a log of mutual visits, the results of the check are recorded in a log, fixed by the signature of the inspector.

5.2. Based on the results of visits, mutual visits, holding open classes at the level of the department, a discussion is held at meetings of the departments to develop preventive and corrective actions that are recorded in the protocols. \

5.3. It is forbidden to acquaint parents and students with documents characterizing the activities of the teacher (including his lessons).

5.4. The analysis of data obtained as a result of monitoring at the university level is carried out by the President, Rector, Vice-Rector for SD. If necessary, the results are submitted to the Academic Council. Information for analysis should contain statistical data in the form of matrices, charts and tables.

5.5. Reports on attendance and mutual attendance of classes by teachers, administration are considered, as a rule, at meetings of the subject-cycle commission, but if necessary - at meetings of the University administration, where conclusions are drawn about the quality of teaching and effectiveness methods used by teachers, innovations.

5.6. The solution to the issue of familiarizing other members of the team with documents on the pedagogical activity of the teacher (including the lessons attended) is within the competence of the University management.

6. Duration of the Regulations and the procedure for changing it

6.1. Changes (additions) to the Regulations are made by the Academic Council of the University in accordance with the change in the normative documents regulating relations in the field of general education.



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FULL NAME. teacher of the lesson, position

Date of verification "___" _____ 20___

Time _____

Faculty _____

Group _____

Number of students in the group _____

Number and percentage of students present _____

Discipline

Type of lesson _____

Venue _____

Topic _____

1. Timeliness of the beginning and end of the lesson, its compliance with the schedule (venue, type of lesson) _____

2. Correspondence of the topic of the lecture (practical lesson) with the content of the work program for this discipline _____

3. Efficiency in the use of study time _____

4. The expressiveness of the teacher's speech, knowledge of the subject, intelligibility of the presentation of educational material, the ability to highlight the main thing _____

5. The content and accuracy of answers to students' questions, the ability to objectively assess the knowledge and skills of students Use of new forms and methods of teaching _____

Comments _____

Proposals

Checked _____ (position, academic degree and title, signature, full name)
_____ (position, academic degree and title, signature, full name)



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Familiarized, head. department

_____ (position, academic degree
and title, signature, full name)

"__" _____ 20__

APPROVAL SHEET

"__" _____ 20__.

Agreed:

President of "Salymbekov University" Institution

A.Zh. Zhumadilov

Vice-president of "Salymbekov University" Institution

U.E. Esenamanov

Faculty Dean

Head of HDD

K.K. Kasymalieva

Registration of amendments

Number of amendments	Numbers of replaced sheets	Base (document)	Signature	Amendments date
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