



JSC " Almaty Technological University"	
QUALITY MANAGEMENT SYSTEM	
Regulations on the procedure	
Regulations on the competition for the best digital educational resource	IS ISO 9000:2015, IS ISO 9001:2015, IS ISO 37001:2016, IS ISO 27001:2022
ATU- CAIDD-RP-7.5.1-2025-04	Date of introduction: «12» 12 2025



APPROVED

Recto of JSC "ATU"

T.K. Kulazhanov

2025

Regulations on the procedure
QUALITY MANAGEMENT SYSTEM
*Regulations on the competition for the best digital
educational resource*
ATU- CAIDD-RP-7.5.1-2025-04

AGREED

First vice-rector

B.K. Nurakhmetov

« 08 » 12 2025

Almaty, 2025

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FOREWORD

This Regulation has been developed by the Center for Artificial Intelligence and Digital Development of «ATU» JSC.

This Regulations are approved by the Rector with a personal signature on the title page and come into effect from the date of signing.

This Regulation is mandatory for teachers and employees of JSC «ATU».

This Regulation has been developed in accordance with DP ATU-Q&AD-DP-7.5-2023-02.

The director of the CAIDD, not exceeding 3 years, in accordance with DP ATU-Q&AD-DP-7.5-2023-02, carries out periodic review of this provision.

Changes to this Regulation are developed based on the results of its application or when the requirements specified in paragraph 4 of this Regulation change.

Consider invalid the "Regulations on the competition for the best DER" ATU- CAIDD-RP-7.5.1-2022-04, approved on 08/23/2022.

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1 NAME OF THE DOCUMENT

1.1 Regulations on the competition for the best digital educational resource ATU- CAIDD-RP-7.5.1-2025-04.

2 DEVELOPER

2.1 Center for Artificial Intelligence and Digital Development JSC «ATU».

3 PURPOSE OF DEVELOPING THE DOCUMENT

3.1 Popularization of the development and use of DER in educational activities.

3.2 Creation of a collection of DER on the educational platform of JSC "ATU". Support for teachers of JSC "ATU" who actively use the DER, DLT in training, including the means of communication of all participants in the educational process.

3.3 Activation of the creative potential of teachers, improvement of mechanisms for evaluating and stimulating activities related to the development and application of DER.

3.4 Dissemination of best practices in the use of DER, DLT as a means of improving the quality of education.

3.5 Presentation of the experience of practical application in JSC "ATU" DER;

3.6 Identification of the best DER and methodological materials for their application;

3.7 Formation of a regional information and educational space by creating a collection of DERs and providing free access to them;

3.8 Assistance in the development of network interaction between educational organizations and information educational space.

4 NORMATIVE REFERENCES

4.1 IS ISO 9001:2015 «Quality management system. Requirements»;

4.2 IS ISO 9000:2015 «Quality management system. Fundamentals and vocabulary»;

4.3 IS ISO 37001:2016 «Anti-corruption management system»;

4.4 ISO 27001:2022 «Information security, cybersecurity and personal data protection – Information security management systems – Requirements»;

4.5 Concepts for the development of artificial intelligence for 2024–2029 Resolution of the Government of the Republic of Kazakhstan №592 dated July 24, 2024;

4.6 Inter-university standard for the application of artificial intelligence in higher and postgraduate education;

4.7 UNESCO. AI and Education: Guidance for Policy-makers. Paris: UNESCO, 2021;

4.8 Law of the Republic of Kazakhstan «On Education» № 319-III dated July 27, 2007 (with changes and additions as of 16.09.2025);

4.9 Labor Code of the Republic of Kazakhstan dated November 23, 2015 № 414-V (with changes and additions as of 16.09.2025);

4.10 Law of the Republic of Kazakhstan dated November 18, 2015 № 410-V «On Combating Corruption» (with changes and additions as of 31.08.2025);

4.11 Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 № 137 «On approval of requirements for educational organizations to provide distance learning and rules for organizing the educational process for distance learning and in the form of online learning in educational programs of higher and (or) postgraduate education» (with changes and additions as of 21.05.2024);

4.12 Methodological recommendations on the use and inclusion in educational programs of organizations of higher and (or) postgraduate education of mass open online courses developed by the Ministry of Science and Higher Education of the Republic of Kazakhstan;

4.13 Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 2 «On approval of State mandatory standards of higher and postgraduate education» (registered in the Register of State Registration of Normative Legal Acts under № 28916);

4.14 Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011

№ 152 «On approval of the Rules for the organization of the educational process on credit technology of education» (registered in the Register of State Registration of Normative Legal Acts under № 6976) (with changes and additions as of 26.03.2025);

4.15 Joint Order № 544 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 and № 322 of the Minister of Education of the Republic of Kazakhstan dated October 24, 2023. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 27, 2023 № 33580 «On Approval of the Rules for the Recognition of Learning Outcomes Obtained through non-formal Education, as well as the results of recognition of professional qualifications»;

4.16 The Law of the Republic of Kazakhstan dated April 6, 2016 № 480-V LRK «On legal acts» (with changes and additions as of 31.08.2025);

4.17 Quality Policy, approved by Resolution of the Board of Directors № 12 dated September 25, 2023;

4.18 Anti-corruption policy of JSC «ATU» dated 26.01.2022;

4.19 ATU-QaAD-DP-5.2-2022-06 Information Security Policy;

4.20 Documented procedure «Documented information» ATU-QAD-DP-7.5-2023-02;

4.21 Rules for documenting and document management» ATU-O-RP-7.5.1-2024-01;

4.22 Documented procedure «Risk Managemen» ATU-QAD-DP-6.1-2024-10;

4.23 Charter of «Almaty Technological University» JSC;

4.24 Internal labor regulations ATU-HRD-DP-7.1.2-2022-01-02;

4.25 Orders and instructions of the rector;

4.26 DP ACMS «Assessment of corruption risks» ATU-QAD-DP-4.5-2025-05;

4.27 The concept of adapting the system of higher and postgraduate education to the digital generation from 30.09.2019;

4.28 Guide to standards for internal quality assurance of higher and postgraduate education ATU-QaAD-G-5.3-2024-29.

5 TERMS AND DEFINITIONS

Term	Definition
Anti-corruption management system	International standard ISO 37001:2016
Blended learning	A form of education in which teaching is conducted both in the traditional face-to-face format and using distance learning
Corruption risk	The possibility of causes and conditions arising that contribute to the commission of corruption offenses.
Distance education	A system in which the educational process is carried out using distance learning technologies to achieve and confirm certain results for students.
Documented information	Information that an organization must manage and maintain, and the medium on which it is stored.
Digital educational resources (DER)	A collection of electronic educational materials, including texts, multimedia, interactive assignments, and other resources used in the educational process.
Expertise	Comprehensive assessment of the content and methodological-technological components of the course.
Innovative technologies	Sets of methods and tools that ensure the implementation and introduction of innovations in educational and scientific processes.

Information resources	Formalized ideas, knowledge, data, methods, and means of accumulating, storing, and exchanging them between sources and consumers of information.
Learning analytics	The process of collecting, analyzing, and interpreting data about students and the educational environment in order to improve the quality of education and support decision-making.
Learning outcomes	The assessed level of knowledge, abilities, and skills acquired and demonstrated by students in completing the educational program, as well as the values and attitudes they have developed.
Listener	An individual who studies the material of a massive open online course.
Quality management system	The part of the management system focused on quality.
Structural subdivision	An organizationally distinct part of a legal entity and its employees who perform their established duties and are responsible for carrying out their assigned functions.
Specialization	A series of courses designed to help you master a specific skill.

6 USED ABBREVIATIONS AND SYMBOLS

REDUCTION	FULL NAME
«ATU» JSC	«Almaty Technological University» Joint Stock Company
ATU-QAD-DP-7.5-2023-02	Documented procedure «Documented information»
ATU-DLS&AC-DP-4.5-2025-05	Documented procedure «Assessment of corruption risks» of the Joint Stock Company «Almaty Technological University»
ATU-QAD-DP-6.1-2024-10	Documented procedure «Risk Management»
ATU-QAD-DP-5.2-2022-06	Documented procedure «Information security policy»
ATU-O-RP-7.5.1-2024-01	Documentation and Documentation Management Rules
ATU-HRD-DP-7.1.2-2022-01-02	Internal labor regulations
ATU-QaAD-G-5.3-2024-29	Guide to standards for internal quality assurance of higher and postgraduate education
AITDD	Artificial Intelligence Technology Development Department
ACMS	Anti-Corruption Management System
CAIDD	Center for Artificial Intelligence and Digital Development
CC	Competence Center
DL	Distance learning
DP	Documented procedure
DEQM	Department of Education Quality Management
DPM	Department Personnel Management
DDD	Digital Development Department
DLSaAC	Department of Legal Support and Anti-Corruption
DER	Digital educational resource
EMM	Educational and methodological management
ISO	International Organization for Standardization
ISMS	Information Security Management System

ME&S RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
MA	Methodological advice
PSU	Regulations on the structural unit
QMS	Quality Management System
QAD	Quality and Accreditation Department
RK	The Republic of Kazakhstan
SS	Structural subdivision
SSC	Student Support Center
This regulation	«Regulations on the competition for the best DER» ATU-CAIDD-RP-7.5.1-2025-04
Teaching staff	Teaching staff

7 GENERAL PROVISIONS

7.1 The competition is held among the teaching staff of JSC "ATU" and is aimed at encouraging the teaching staff to provide high-quality digital support for the educational process, as part of the implementation of higher education programs, as well as to increase the level of professionalism in the application of DER and DLT in the educational process.

8 COMPETITION PARTICIPANTS

8.1 Employees from among the teaching staff of ATU JSC, who are the authors of one or more digital educational resources, can take part in the Competition.

8.2 DER can be submitted in Kazakh, Russian or English.

9 PROCEDURE OF THE COMPETITION

9.1 The terms of the Competition and the composition of the Competition Commission are determined by the order of the Rector. Information about the Competition is posted on the website of ATU JSC <https://atu.kz> and CAIDD <https://skills.atu.kz/> in the News section no later than 10 working days before the start of applications.

9.2 Applications for participation in the Contest are accepted by DDD.

9.3 The Chairman of the Contest Committee has the right to request the EMM, CAIDD and educational departments of JSC "ATU" documented information necessary for the Contest.

9.4 The competition is held in three stages:

9.4.1 At the first stage, the department considers the DER presented by the teaching staff of the department for the Competition. The department to the Faculty's Expert Commission submits up to three DERs, selected by voting results. The submitted DER is accompanied by an extract from the minutes of the meeting of the department with a reasoned decision.

9.4.2 At the second stage, the Expert Commission of the faculty, created by the order of the dean, selects and submits the two best DERs to the Competition Commission of ATU JSC. The submitted DER is accompanied by an extract from the minutes of the meeting of the Faculty Expert Commission with a reasoned decision.

9.4.3 At the third and final stage, the expert commission approved by the Rector's order analyzes the applications submitted for participation in the Competition based on the completeness and correctness of the documents provided, evaluates the quality and effectiveness of the DER presented for the Competition in accordance with the established criteria, and determines the winners of the Competition among the teaching staff of JSC "ATU."

9.5 The participant of the competition fills out the Application through the Google form in the DDD using the link posted on the CAIDD website in the section <https://skills.atu.kz/course/view.php?id=27#section-14>.

9.6 To participate in the Competition, the authors of the DER submit to the Competition Commission of the Department a Cover Letter in the form **F. CAIDD-7.5.1-2025-04-01**.

9.7 The DER selected by voting results with Cover Letters in the form **F. CAIDD-7.5.1-2025-04-01** from the authors and an extract from the protocol of the department with a reasoned decision is transferred to the faculty for passing to the next stage.

9.8 Competition applications that are completed in violation of the formatting requirements, as well as those submitted after the deadline established by the Rector’s order, will not be accepted for consideration. Submitted competition applications will not be returned to the applicants.

9.9 DERs previously submitted to the Competition cannot be submitted for participation in the Contest if their author(s) were the winners (prizewinners) of the Contest.

9.10 Applicants may be disqualified from participation in the Competition in case of revealing the facts of providing false documented information by them.

9.11 The results of the Contest are documented in the minutes.

10 JUDGING CRITERIA

10.1 Substantiation of the novelty and relevance of the DER, the possibility of implementing the DER in two or three languages, practitioner-oriented DER.

10.2 The existing backlog on the topic of the competitive application (approved by the DER as part of the educational process at the faculty or in a scientific laboratory, the availability of educational and methodological materials in electronic form).

10.3 The author(s) have experience of participation in similar projects (for example, development of DER, recording of video lectures, including webinars, development of modules/topics for online courses).

10.4 Presenting logically and sequentially structured material.

10.5 Using various methods of knowledge control slices (test tasks; a task consisting of a set of tasks with automatic checking of answers; a task with mutual assessment; a task with progress control; a jointly performed task with automatic verification; a jointly performed task with mutual assessment, etc.).

10.6 Media richness of content (video, animation, scenery change, virtuality, etc.).

10.7 Combination of various teaching tools (video, text, assignments, tests).

10.8 Clear wording of tasks and adaptability to the online format (automatic assessment).

11 SUMMARIZING THE RESULTS AND AWARDING THE WINNERS OF THE COMPETITION

11.1 The winners of the Contest are determined by the Contest Commission.

11.2 The Competition Commission determines the winners of the Competition based on the rating score, which is made up of the rating scores of experts in accordance with the Evaluation Sheet **F. CAIDD-7.5.1-2025-04-02**.

11.3 The Contest participant with the highest score is declared the winner.

11.4 Information about the results of the Contest, including information about the time and place of the award ceremony, is published on the website of ATU JSC and CAIDD.

11.5 The winners of the Contest are awarded with diplomas or cash prizes.

11.6 Based on the results of the Contest, financial incentives are provided for the winners and nominees, the amount of which is determined by the order of the rector of ATU JSC.

12 RESPONSIBILITIES AND AUTHORITIES

Subdivision	Powers
First Vice-Rector	<ul style="list-style-type: none"> • coordination of activities within the framework of this regulation; • approval of the composition of the Expert Commission and the timing of the competition by stages.
Director of CAIDD	<ul style="list-style-type: none"> • updating of this Regulation; • registration of control copies, informing interested parties and joint ventures, archiving of documented information of the CAIDD QMS;

	<ul style="list-style-type: none"> • organization and coordination of activities for the implementation of specific stages of the Contest; • verification of the conformity of the documented information of the Contest with the approved forms; • advising interested parties on the Competition; • acceptance of applications for participation in the Competition according to the forms: F.CAIDD-7.5.1-2025-04-01; F.CAIDD-7.5.1-2025-04-02.
Chairman of the Competition Commission	<ul style="list-style-type: none"> • application of an exclusively updated version of this provision; • organization of the work of the Competition Commission; • Summing up the results of the competition, registration of the protocol; • presentation to the rector of JSC "ATU" of the results of the competition for awarding the winners.
Deans of faculties	<ul style="list-style-type: none"> • application of an exclusively updated version of this provision; • organization of informing the heads of departments and teaching staff of the faculty about the DER competition; • appointment and control over the deadlines for submission of competitive documents by departments; • approval of the composition and organization of the work of the Faculty Expert Commission within the timeframe established by the First Vice-Rector; • timely transfer of an extract from the minutes of the meeting of the Faculty Expert Commission and documents of the winners of the second stage of the competition to the Competition Commission.
Heads of departments	<ul style="list-style-type: none"> • application of an exclusively updated version of this provision; • informing the teaching staff of the department about the competition of the DER; • organization of timely submission of documents for the competition to the teaching staff of the department and determination of the winners of the first stage of the competition; • timely transfer of an extract from the minutes of the meeting of the department and documents of the winners of the first stage of the competition to the Expert Commission of the faculty.
Teaching staff	<ul style="list-style-type: none"> • application of an exclusively updated version of this provision; • fulfillment of the requirements of this provision; • submission of documents to the CIET according to the forms: F. CAIDD-7.5.1-2025-04-01; F. CAIDD -7.5.1-2025-04-02 on time; • do not use the materials of the DER that violate the intellectual property rights of others, copyright observance.

13 PROCESS-RELATED RISKS AND RISK PREVENTION ACTIONS

13.1 risks associated with:	13.2 actions to prevent risks:
<ul style="list-style-type: none"> • inappropriate communication, poorly functioning channels of internal and external exchange of documented information; 	<ul style="list-style-type: none"> • timely distribution, providing access to interested parties, control over changes, confidentiality, posting on the site and information stands only in Pdf format of electronic versions, approved documented information;

<ul style="list-style-type: none">• violation of the deadlines for providing documented information;• non-compliance of the provided information with the requirements;• corrupt interests of the members of the Competition Commission.	<ul style="list-style-type: none">• posting information about the Competition on the website of ATU JSC https://atu.kz and CAIDD https://skills.atu.kz/course/view.php?id=27#section-14 / in the News section no later than 10 working days before the start of applications;• verification by the leaders of the Joint Venture and Commissions of the documents submitted for the competition for compliance with the requirements reflected in the Regulations;• strict observance of the anti-corruption policy of ATU JSC.
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14 PRIVACY

14.1 This provision is an internal regulatory document of ATU JSC and is not subject to submission to other parties, except for experts of certification bodies during a certification audit and in other cases with the permission of the rector of ATU JSC.

15 FINAL PART

15.1 The decision to change, supplement and cancel this provision is made by the rector of ATU JSC.

A P P S

F. CAIDD-7.5.1-2025-04-01

TRANSMITTAL LETTER

1. Faculty:
2. Department:
3. The name of the DER with an indication of the discipline:
4. Information about the author(s):
5. Teaching language:
6. Type of DER (number of topics):
7. Substantiation of the novelty and relevance of the DER and the backlog available to the author(s) (approved by the DER as part of the educational process at the faculty or in a scientific laboratory):
8. Link to access to the DER:

Note: it is necessary to attach the Act of implementation in the educational process, the CAIDD Certificate on the placement of the DER on the educational platform.

" ____ " _____ 20____

Head department (abbreviation) _____ full name

Author for the development of the DER _____ Full name

EVALUATION PAPER
Competition "The best digital educational resource of ATU - 20__"

№	Name of the DER	DER Author	Link to DER	Completeness of DER materials	Availability and quality of text material design	Availability and quality of video / animation design	Design and decoration of the DER	Using Interactive Methods	Availability and quality of test tasks (survey, questionnaire)	General impression (you can write several lines)	Sum of points for all indicators
				1	2	3	4	5	6	7	8
1											
2											
3											
4											
5											
6											
7											
8											

Full name of the expert

_____ signature

"__" 20__

*Note: DERs are evaluated according to criteria from 1 to 10
1 - very bad
10 - excellent*

