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және ақпарат министрлігі

«Құрманғазы атындағы Қазақ  
ұлттық консерваториясы» РММ



RSI «Kurmangazy Kazakh National  
Conservatory»

Ministry of Culture and Information of  
the Republic of Kazakhstan

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### RULES FOR AWARDING THE «TEACHER OF THE YEAR» TITLE

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## 1. GENERAL PROVISIONS

1. These Rules for awarding the title of "Best Teacher of a Higher Educational Institution" (hereinafter referred to as the rules) have been developed in accordance with Order No. 124 dated March 16, 2015 "On Approval of the rules for awarding the title of "Best Teacher of a Higher Educational Institution".

2. "The Best University Teacher" Award Rules determine the procedure for awarding the title (hereinafter - the title) to teachers of Kurmangazy Kazakh National Conservatory who have high achievements in teaching and research in order to stimulate the professional development of teachers, support scientific research and educational innovations.

3. The following basic concepts are used in the Rules:

1) a competitor shall be a full-time teacher of the Conservatory, carrying out pedagogical activities who has submitted documents for participation in the Award in accordance with these Rules;

2) Conservatory Award Board shall be the Academic Board of Kurmangazy Kazakh National Conservatory.

4. The title shall not be awarded to the same person more than once in the next ten years.

## 2. "THE BEST UNIVERSITY TEACHER" AWARDING PROCEDURE

5. Citizens of the Republic of Kazakhstan who meet the following requirements participate in the in "The Best University Teacher" award:

1) who are full-time teachers of the Conservatory;

2) with continuous scientific and pedagogical experience of at least five years at the time of submitting documents for the award.

6. Stage I of the award competition shall run at the university internally and held annually in November. Based on the results of the intra-university Award, by decision of the Academic Board, no more than 1 applicant per every 50 full-time teachers, shall be defined as the best teacher of the conservatory, who are further recommended to participate at the National stage of the Award. The results of the intra-university award competition shall be posted on the Internet resource of the Conservatory, indicating the qualitative and quantitative indicators of all applicants who took part in this Award. The National stage of the Award shall be held in December this year.

7. Information about the Award shall be posted on the Internet resource of the Conservatory in September of the current year and from that day it shall be considered announced.

1) To participate in the stage I of the award competition, applicants from among the full-time teachers shall submit the following documents through the information system of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - IS MES) as well as hard copies thereof: 1) application as per the template for participation in the Award in accordance with Appendix 1 hereto;

2) information in accordance with qualitative and quantitative indicators in accordance with Appendix 2 to these Rules;

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- 3) annual work schedule, in accordance with Appendix 3 to these Rules;
- 4) personal record of personnel, certified at the place of work;
- 5) a copy of the identity document;

8. Documents shall be submitted through an information base and/or on paper in hardcover with continuous page numbering, containing a personal e-mail address and shall be certified by the seal of the HR department of the Conservatory. Supporting documents shall be attached in sequence according with Appendix 1 hereto.

The Competitor shall be responsible for the accuracy of the documents submitted.

The Academic Secretary of the Academic Board shall check the documents submitted by the applicants for compliance with the annexes to these Rules.

Documents submitted for the Award will not be returned.

The Academic Secretary of the Academic Board shall give an opinion on each applicant in accordance with the qualitative and quantitative indicators as well as on the annual work schedule.

9. In case if a competitor submits inaccurate or incomplete information, the Academic Secretary of the Academic Board shall submit to the Board a proposal to exclude him/her from the list of participants with written justification.

10. Points for qualitative and quantitative indicators and the annual work schedule of the competitors shall be calculated for each applicant and a rating of applicants shall be arranged based on the conclusions of the Academic Secretary of the Academic Board.

The rating of applicants shall be arranged in the form of a table according to a descending ranking system of points in the information system based on the qualitative and quantitative indicators points calculating algorithm and the annual work schedule of the competitors. The table shall be submitted to the Board for consideration.

11. The decision of the Board on awarding «The Best University Teacher» title shall be made by a simple majority of votes from the participating members. In case if Board members' votes are equal the vote of the Chairman of the Board shall be decisive. The decision of the Board shall be documented in a Minutes of the Meeting.

12. The results shall be posted on the Conservatory's Internet resource.

## Appendix 1

### QUALITATIVE AND QUANTITATIVE ASSESSMENT INDICATORS OF "THE BEST UNIVERSITY TEACHER" AWARD APPLICANT

**Application of a competitor for the «Best University Teacher» award**  
to participate in the «Best University Teacher» award.

Please allow me to participate in the Award. I hereby provide about myself the following information:

1.	Place of work (without abbreviations)	
2.	Date of birth, day, month	
3.	Position (without abbreviations)	
4.	Work experience	
5.	Education (what institution, faculty, in what year did you graduate)	
6.	Academic degree /rank	
7.	Home address with postal index	
8.	Identity card details (ID number, when and who issued, IIN)	
9.	Contact phone number (home, mobile)	
10.	Awards, incentives	

Appendix: documents for participation in the Award are on \_\_\_\_\_ sheets including attachments on \_\_\_\_\_ sheets.

**Competitor** \_\_\_\_\_

*(Full name (if any), signature)*

**Date of completion**

"\_\_" \_\_\_\_\_ 202\_\_

## Appendix 2

**Qualitative and quantitative assessment indicators of an applicant for "The Best University Teacher" award.**

No.	Indicators	Points
	<b>I BLOCK - Quality of teaching</b>	$\leq 100$
<b>1.</b>	<b>Availability of an academic degree, PhD or doctor degree on the profile</b>	$\leq 2$
1.1	Yes	2
1.2	No	0
<b>2</b>	<b>Availability of an academic title awarded by the Ministry of Education and Science of the Republic of Kazakhstan (select one sub-item)</b>	$\leq 3$
2.1	Professors	3
2.2	Associate professor	1
<b>3 .</b>	<b>The quality of teaching</b>	$\leq 5$
3.1	Average point of the independent survey: "Teacher in the students eyes" over the last year of survey results based on the 10-point scale (select sub-item)	$\leq 5$
3.1.1	from 7.1 to 10.0	5
3.1.2	from 5.0 to 7.0	2
<b>4</b>	<b>Development and publication of electronic educational resources (no more than three)</b>	$\leq 30$
4.1	Massive open online course based on national platforms: Bilim Land, National Open Education Platform of Kazakhstan (open.kaznu.kz), "Ashyk University" platform (open.kz)	20
4.2	Massive open online course based on international platforms: Coursera, EdX, Udacity, FutureLearn	30
4.3	Lecture course (at least 10) based on the official platform of the university	5
4.4	Video course (at least 10, except for lectures) on the basis of the office social platform of the university	5
<b>5</b>	<b>Development of educational materials (no more than three)</b>	$\leq 20$
5.1	Textbook recommended by the Educational and Methodological Association of the National Educational and Methodological Board of the Ministry of Education and Science of the Republic of Kazakhstan	10
5.2	Textbook recommended by the Academic Board of the university	3
5.3	Textbook recommended by the Academic Methodological Association of the National Educational and Methodological Board of the Ministry of Education and Science of the Republic of Kazakhstan	2
5.4	Textbook recommended by the Academic Board of the university	2

5.5	Electronic textbook and/or electronic textbook, the copyright of which is confirmed by the authorized body: (not duplicating the topics of printed publications submitted to the award competition)	3
<b>6</b>	<b>Increasing professional and pedagogical qualifications on the profile (no more than two)</b>	$\leq 10$
6.1	Scientific internship abroad on the profile lasting at least 1 month	5
6.2	Certificate of successful completion of the course based on the platform of massive open online courses in a foreign language on professional activities for the last three years based on Coursera, EdX, Udacity, FutureLearn	5
<b>7</b>	<b>Certificate of proficiency in a foreign language for the last two years (select one item)</b>	$\leq 10$
7.1	TOEFL PBT 640-677	10
7.2	TOEFL PBT 590-637	8
7.3	TOEFL PBT 550-587	6
7.4	TOEFL PBT 513-547	4
7.5	TOEFL PBT 477-510	2
7.6	TOEFL CBT 273-300	10
7.7	TOEFL CBT 243-270	8
7.8	TOEFL CBT 213-240	6
7.9	TOEFL CBT 183-210	4
7.10	TOEFL CBT 153-180	2
7.11	TOEFL IBT 111-120	10
7.12	TOEFL IBT 96-110	8
7.13	TOEFL IBT 79-95	6
7.14	TOEFL IBT 65-78	4
7.15	TOEFL IBT 53-64	2
7.16	IELTS 8-9	10
7.17	IELTS 7.5-8	9
7.18	IELTS 6.5-7	8
7.19	IELTS 5.5-6	6
7.20	IELTS 4.5-5	4
7.21	IELTS 4	2
<b>8</b>	<b>Teaching the outstanding frames in undergraduate and master (not more than two) degree course</b>	$\leq 10$
8.1	Studying under the competing student – the contest winner at international and national level of research and creative work for students on the profile (submit a copy of the diploma, diploma)	5

8.2 The	A student who published an article in an international magazine included in the Science Citation Index Expanded, Social Science Citation Index and Arts and Humanities Citation Index of the Web of Science base or with a CiteScore 5 percentile based on Scopus 25 and higher under the guidance of an applicant on profile (submit DOI/URL and an articles)	5
<b>9</b>	<b>Training of research personnel</b>	≤ 10
9.1	Teaching a Doctor of Philosophy (PhD) for the last 3 years, (5 points for each PhD)	≤ 10
9.1.1	Yes	5
9.1.2	No	0
	<b>BLOCK II - Research activities</b>	≤ 100
<b>10</b>	<b>Project and program management (no more than two):</b>	≤ 10
10.1	Grant financing project	5
10.2	Program within the framework of targeted program financing	10
10.3	Commercialization project	8
<b>11</b>	<b>Scientific publications (no more than three, n - number of publication authors):</b>	≤ 60
11.1	Article or review in a magazine in the first quarter (Q1) of the Web of Science database:	
11.1.1	Sole author	25
11.1.2	Correspondence author, first author or project head whose number is listed first in article	20
11.1.3	Co-author	40 / n
11.2	Article in a magazine magazine to the quarter two (Q2) of the Web of Science database:	
11.2.1	Sole author	15
11.2.2	Correspondence author, first author or project head whose number is given first in article	12
11.2.3	Co-author	20 / n
11.3	Article in a magazine in the quarter three (Q3) of the Web of Science database:	
11.3.1	Sole author	10
11.3.2	Correspondence author, first author or project head whose number is indicated in article first	8
11.3.3	Co-author	15 / n
11.4	Article in the magazine included in the quarter four (Q4) of the Web of Science database:	
11.4.1	Sole author	5

11.4.2	Correspondence author, first author or the project head whose number is listed first in article	4
11.4.3	Co-author	8 / n
11.5	Article or review in a magazine indexed by the Arts and Humanities Citation Index:	
11.5.1	Sole author	15
11.5.2	Author for correspondence, first author or project head whose number is listed in article first	12
11.5.3	Co-author	20 / n
11.6	Article in a magazine indexed in the Emerging Sources Citation Index or Russian Science Citation Index of the Web of Science database:	
11.6.1	Sole author	3
11.6.2	Author for correspondence, the first author or project head whose number is listed in article first	2
11.6.3	Co-author	4 / n
11.7	An article in a magazine that does not have an impact factor in the Web of Science database but has a CiteScore percentile in the Science database less than 25:	
11.7.1	Sole author	3
11.7.2	Author for correspondence, first author or project head listed in article first	2
11.7.3	Co-author	4 / n
11.8	Article in a magazine with a CiteScore percentile in the Scopus database from 25 to 49:	
11.8.1	Sole author	4
11.8.2	Author for correspondence, first author or project head listed first in article	3
11.8.3	Co-author	6 / n
11.9	Article in a magazine with a CiteScore percentile in the Scopus database from 50 to 74:	
11.9.1	Sole author	6
11.9.2	Author for correspondence, first author or project head listed first in article	4
11.9.3	Co-author	8 / n
11.10	Article in a magazine with a CiteScore percentile in Scopus 75 and more	
11.10.1	Sole author	10
11.10.2	Author for correspondence, first author or project head, whose number is listed in Article first	8
11.10.3	Co-author	15 / n
11.11	Article in a magazine recommended by the Committee for Quality Assurance in Education and sciences	

11.11.1	Sole author	2
11.11.2	Author for correspondence, first author or project head, whose number is indicated in article first	1.5
11.11.3	Co-author	3 / n
11.13	Article included in the Top 10% by the number of citations in the Web base of Science or Scopus (in case of doubt about the objectivity of the number of citations, points are not awarded)	
11.13.1	Sole author	30
11.13.2	Author for correspondence, first author or project head whose number is listed first in article	24
11.13.3	Co-author	45 / n
11.14	An article in Science, Nature, or included in the Top 1% in terms of the number of citations in the Web of Science database (in case of doubts about the objectivity of the number of citations, points are not awarded)	
11.14.1	Sole author	50
11.14.2	Author for correspondence, first author or project head listed in article first	40
11.14.3	Co-author	80 / n
11.15	Monograph published by Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter Lang, Prentice Hall, Routledge, Sage Publications, Springer Nature, Taylor and Francis, Wolters Kluwer, Cambridge University Press, Columbia University Press, Cornell University Press, Harvard University Press, MIT Press, Oxford University Press, Princeton University Press, Stanford University Press, University of California Press, University of Chicago Press, University of Michigan Press, Yale University Press or by the publishing house of a university in the top 100 Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings	30 / n
11.16	Chapter in a monograph published by Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter Lang, Prentice Hall, Routledge, Sage Publications, Springer Nature, Taylor and Francis, Wolters Kluwer, Cambridge University Press, Columbia University Press, Cornell University Press, Harvard University Press, MIT Press, Oxford University Press, Princeton University Press, Stanford University Press, University of California Press, University of Chicago Press, University of Michigan Press, Yale University Press or publisher of a top 100 international university Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings	15 / n
11.17	A monograph with a circulation of at least 500 copies published by another publishing house (subject to reviews by two doctors of science, holders of the academic title of professor and/or full-time professors from universities	5 / n

	included in the Top 200 international rankings Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings) and prepared within the framework of grant or program-targeted funding	
<b>12</b>	<b>Availability of a patent for an invention, the advantages of which are proven in the article:</b>	$\leq 25$
12.1	In the magazine Q1 Web of Science	25
12.2	In the magazine Q2 Web of Science	15
12.3	In the magazine Q3 Web of Science	10
<b>13</b>	<b>International cooperation</b>	$\leq 5$
13.1	The presence of at least one article in the magazine from the Q1-Q3 Web of Science or Arts and Humanities Citation Index database Web of Science, or with a CiteScore of 50 or more percentile in the Scopus database for the last 3 years, prepared in collaboration with a professor of a foreign university included in the Top 500 of the Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings	$\leq 5$
13.1.1	Yes	5
13.1.2	No	0

Notes:

1. Indicators of the competitor according to Appendix 2, shall be entered personally by the applicant in the electronic form of the specified application after submitting the documents and automatically assigning a personal access code.
2. For indicators 1, 3.1, 9.1 and 13, the applicant selects availability and attaches supporting documents for each position for which the answer is Yes. According to indicator 1, a diploma shall be attached, according to indicator 3.1 - confirmation from the university, according to indicator 9.1 - a Ph.D. diploma of a trained student, URL links to the defense announcement and thesis, according to indicator 13 - DOI or Accession Number (Web of Science), or EID (Scopus).
3. For indicators 2, 7 and 12, the applicant shall choose no more than one of the specified options and attach supporting documents for each position. For indicator 2, a diploma of academic title shall be applied, for indicator 7 - a certificate, for indicator 12 - a patent, DOI and PDF file of an article in which the advantages of a patented invention are proved.
4. For indicator 4, the applicant shall select no more than three developed and/or conducted sessions and provide a URL link for each of them. Moreover, each type of activity can be selected several times.
5. For indicator 5, the applicant shall select no more than three developed training materials and attach supporting documents for each of them. Moreover, each type of training materials can be selected several times.
6. For indicator 6, the applicant shall choose no more than two measures to improve professional and pedagogical qualifications, and attach supporting documents. Moreover, each type of event can be selected several times.

7. For indicator 8, the applicant shall select no more than two facts of training outstanding personnel in the bachelor's and master's degrees, and attach supporting documents (copies of diplomas, certificates, DOI/URL and article reprints, confirmation of the management). Moreover, each type of preparation can be selected several times.
8. For indicator 10, the applicant shall select no more than two projects and/or programs and give their numbers (IRN).
9. For indicator 11, the applicant shall indicate the three output results in the chosen field of science, which give the highest scores (taking into account n - the number of authors). For articles in international magazines, DOIs are given, or Accession Number (Web of Science) or EID (Scopus). For publications in magazines recommended by COXON, their DOIs or URLs (if available) shall be provided. For monographs and chapters, all outputs including ISBN, DOI, and URL (if any), as well as supporting screenshots or videos shall be provided. For articles of a project head, a management confirmation shall be attached. Articles included in the Top 1 and Top 10% in terms of the number of citations shall be taken into account only if at least 1 year has passed since their first publication (date must be specified).
10. After entering the data by the applicants, the calculation of all indicators shall be carried out automatically.
11. Changes in the database can be made only based on the conclusion of the expert group in case of any discrepancy between the quantitative and qualitative indicators shown by the applicant to the submitted documents.
12. After each change made according to the conclusion of the expert group in the database, the candidates' points shall be recalculated automatically.
13. The candidates' points shall be automatically calculated in the information system according to the qualitative and quantitative indicators points calculating algorithm.
14. Hard copy of documents for the Award competition shall be submitted in hardcover with continuous page numbering. Supporting documents shall be attached sequentially in accordance with Appendix 2 hereto.

### Appendix 3

#### Annual work schedule

No.	Types of work	Unit	Basis for the implementation of the specified type of work (indicating the intended name)	Implementation period	
				start	end
1. Educational and methodological work					
1.	Development, participation and publication of a textbook recommended by the Ministry of Education and Science of the Republic Kazakhstan/in English	No less than 500 copies			

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2.	Development, participation and publication of a textbook recommended by the National Educational and Methodological Board of the Ministry of Education and Science of the Republic of Kazakhstan /in English	No less than 300 copies			
2. Research work					
3.	Development, participation and publication of a monograph/in English	No less than 500 copies			
4.	Carrying out scientific research, including international and national level projects, contractual work **	1 project			
5.	Writing and publishing an article in publications with a non-zero impact factor in the database data of information company Tomson Reuters (Web of Science, Thomson Reuters)/Scopus, Pubmed, zbMath, MathScinet, Agris, Georef, Astrophysical magazine	1 article			
6.	Writing and publishing an article in publications included in the list of the Board for Control in Education and Science Ministry of Education and Science of the Republic of Kazakhstan	1 article			
7.	Participation in foreign conferences and publication of material	1 participation / 1 publication			
8.	Participation in conferences, symposia, seminars on the territory of the Republic of Kazakhstan and publication of material	1 participation / 1 publication			
9.	Obtaining patents and pre-patents, copyright inventions, state registration of the intellectual property object	1 unit			
3. Professional development *					

10.	Professional and pedagogical qualification improvement on the profile	Not less than 72 hours			
4. Foreign internship *					
11.	Internship at the leading universities included in the TOP-500 according to the QS World University Rankings results for the current year	For a period of at least 14 calendar days			
12.	Internship in leading foreign scientific centers and laboratories	For a period of at least 14 calendar days			
5. Educational work					
13.	Implementation of a set of measures to ensure the moral, patriotic and physical education of students				
<b>Competitor</b> _____					

Note:

\* - one of the sub-clauses is mandatory;

\*\* - the planning of the subparagraph is mandatory, while the acquisition of scientific literature and periodicals according to the research profile is allowed (Resolution of the Government of the Republic of Kazakhstan dated May 25, 2015 No. 384).