APPROVED

Acting Chair of the Management Board – Rector of Karaganda Buketov National Research University Non-profit Joint-Stock Company

_____ M.M. Umurkulova

"27" 10 2026

Methodological Requirements for Preparing a Course Syllabus

(as amended on 23 October 2026, Academic Council Minutes No. 4)

1. This document contains methodological and technical requirements for preparing a course syllabus (hereinafter, the Syllabus).

2. The Syllabus is intended to inform students about the content of a specific course included in an educational programme and the requirements for completing it within a specified period.

3. The Syllabus contains structured information on the course objective, course policy, topics, assignments, expected learning outcomes, teaching and assessment methods, recommended sources, and instructor contact details.

4. The Syllabus shall be prepared in accordance with the fundamental approaches to developing methodological documents in higher education.

5. The Syllabus shall be prepared by the course instructor, discussed at a meeting of the servicing department, and approved by the Faculty Quality Assurance Committee.

6. The Syllabus shall be reviewed whenever the educational programme or working curriculum is updated, and at the initiative of the course instructor or head of department.

7. The Syllabus shall be published and provided to students electronically.

8. These requirements may be amended by decision of the Academic Council, at the initiative of Faculty Quality Assurance Committees or the Department for Academic Affairs.

9. These requirements shall be approved by the Chair of the Management Board – Rector of the University following endorsement by the Academic Council.

Title Page

Ministry of Science and Higher Education of the Republic of Kazakhstan

Karaganda Buketov National Research University

_____

Faculty Name

_____

Department Name

COURSE SYLLABUS

for the course

_____

Course Title

for the educational programme

_____

EP Code – Title

Year of Study:
Duration of Study:
Number of Credits:

Approved at a meeting of the Department,
Minutes No. __ dated ____

Approved at a meeting of the Faculty Quality Assurance Committee,
Minutes No. ___ dated __

1. COURSE THEMATIC PLAN

№	Topic Title	PA	Lectures	Seminars/	Laboratory	SIWGI	SIW

	Hours			Practical Classes	Classes		
	...						
	Total Hours						

Requirements:
The thematic plan shall contain a list of course topics and the number of hours by type of class stipulated in the working curriculum of the educational programme.

2. INSTRUCTOR DETAILS

Instructor's Full Name
Position, including department and academic degree (title)
Contact Details
Department Location

Requirements:
1) this information shall enable students to interact with the instructor outside class hours;
2) the "Contact Details" field shall contain the instructor's email address. At their discretion, the instructor may provide a WhatsApp contact, a social-media address for webinars, or a link to a resource containing their CV.

3. COURSE POLICY

This course is organised in accordance with the Academic Policy of Karaganda Buketov National Research University. Students are strongly advised to note the possible consequences of failing to meet academic requirements or having poor attendance. During the course, the instructor and students shall follow the University Rules of Academic Integrity. The Academic Policy and Rules of Academic Integrity are publicly available at www.buketov.edu.kz and in students' personal accounts. All bachelor's, master's, and doctoral students shall have equal opportunities to participate in class discussions. Everyone may ask questions and receive answers concerning the topics stated in the Syllabus. Original thinking and a creative approach to assignments are encouraged. All students are required to observe an academic culture of conduct and show mutual respect. Students with special educational needs may exercise their right to an individual approach to learning.

Students with special educational needs may use operating-system and software accessibility features, including text resizing, visual-effect and text-cursor settings, screen magnification, screen readers, hearing devices, captions, and voice functions (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

Requirements:

1) this section of the Syllabus shall direct students to official information on academic policy and academic-integrity rules; therefore, the universal text above is recommended;

2) at their discretion, instructors may specify special course requirements that do not conflict with education legislation generally or with the Charter of Karaganda Buketov National Research University in particular.

4. COURSE PREREQUISITES

Requirements:

This section shall list the courses that must be completed before the proposed course is studied.

5. COURSE POSTREQUISITES

Requirements:

This section shall list the courses that must be studied after successful completion of the proposed course.

6. BRIEF COURSE DESCRIPTION

Requirements:

1) this section shall describe the purpose of studying the course, its main content, and its place in the specialist training programme. It is recommended to begin with wording such as: "The course is studied to develop students' knowledge/theoretical understanding of/skills in...". The description may continue with phrases such as: "The course focuses on..." or "The course examines the following issues/problems...";

2) a course description of 40–50 words is recommended.

7. LEARNING OUTCOMES AND METHODS FOR ASSESSING THEIR ACHIEVEMENT

№	Learning Outcomes	Methods for Assessing Achievement

Requirements:

1) this section shall list learning outcomes in the context of the proposed course. Learning outcomes shall be formulated in accordance with Bloom's taxonomy and begin with an active verb in the third-person singular (see Appendix 1);

2) each learning outcome shall be accompanied by a method for assessing its achievement. The assessment method shall indicate a completed action and use the verbs "knows", "can", and "demonstrates proficiency". Achievement of an individual outcome

may be expressed using one, two, or all three verbs, depending on the subject-specific, interdisciplinary, and personal nature of the learning outcome;

3) the number of learning outcomes shall be determined by the complexity of the course objective and its place in the specialist training programme. At least three learning outcomes are recommended.

8. TEACHING METHODS

Requirements:

This section shall list the teaching methods to be used by the instructor.

For reference: scholarly literature distinguishes various teaching methods, for example:

- by source of information: verbal methods (lecture, discussion, work with learning sources), visual methods (illustrations, diagrams, videos), and practical methods (cases, assignments, problem-solving, laboratory work, etc.);

- by the nature of students' cognitive activity: information-receptive, reproductive, problem presentation, heuristic, research, project-based, and flipped-learning methods.

9. METHODS FOR ASSESSING LEARNING OUTCOMES:

Requirements:

This section shall list the methods to be used by the instructor to assess students' academic progress.

For reference: scholarly literature distinguishes various methods for assessing learning outcomes, including oral assessment, written assessment, programmed assessment, testing, portfolio assessment, and others.

10. LIST OF RECOMMENDED COURSE SOURCES

№	Course Sources
Core Educational and Scholarly Literature	
Supplementary Educational and Scholarly Literature	
Electronic Sources	
Online Sources	

Requirements:

1) this section shall inform students about available course sources: textbooks, methodological manuals and recommendations, monographs, periodicals, electronic products, and online resources;

2) sources shall be classified under the proposed headings and numbered consecutively; these numbers shall be used as references in subsequent sections of the Syllabus;

3) the list of core sources shall include works published within the last 20 years. Syllabi for Law educational programmes shall contain references to international and national legal-information databases (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025);

4) supplementary sources may include official documents, periodicals, and foundational works by recognised scholars from different periods;

5) the list may include works by international and domestic authors, including instructors of Karaganda Buketov National Research University (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025);

6) core and recommended sources shall be in the language of instruction (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025);

7) at least 10 sources should be recommended to students;

8) for each EP course, the list of sources shall provide for the library collection and digital-content databases containing scholarly articles, monographs, textbooks, and other publications by University faculty, as well as global digital-library databases (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

11. LECTURE PLAN

№	Lecture Topic	Lecture Plan	Maximum Score

Requirements:

1) this section shall state the issues to be considered under each lecture topic. The lecture plan shall reflect the logical development of the topic and may be presented as a numbered list of issues;

2) the stated lecture topic shall correspond to the Course Thematic Plan;

3) table notes:

Lecture topic – title of the lecture topic.

Lecture plan – main lecture questions (2–4 items).

Maximum score – points awarded for participation or assessment on the topic (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

12. SEMINAR/PRACTICAL CLASS PLAN (select as appropriate)

№	Class Topic	Questions and Assignments	Methodological Guidance (if necessary)	Reference to Recommended Sources

Requirements:

1) this section shall list questions and/or assignments for discussion;
2) the stated topic shall correspond to the Course Thematic Plan;
3) the class plan may include methodological guidance for completing assignments;
4) the reference to the recommended literature list shall be the source number.

12.1 DUAL EDUCATION (IF APPLICABLE)

When a course includes elements of dual education, the following table shall be completed.

№	Course Topic	Dual-Education Content (Practical Activity)	Dual-Education Base (Enterprise/Organisation)	Hours	Delivery Period	Assessment Format

Table notes

- Course topic – a topic from the Syllabus.
- Dual-education content – practical assignments completed by the student at the enterprise.
- Dual-education base – the organisation or enterprise where the practical component takes place.
- Number of hours – time allocated to practical activities.
- Delivery period – the week or dates of completion.
- Form of assessment – report, defence, practical work, diary, presentation, etc.

(supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

13. LABORATORY CLASS PLAN

№	Class Topic	Laboratory Assignment	Methodological Guidance (if necessary)	Reference to Recommended Sources

Requirements:

1) this section shall list laboratory assignments;
2) the class plan may include methodological guidance for completing assignments;
3) the reference to the recommended literature list shall be the source number.

14. ASSIGNMENTS FOR STUDENT INDEPENDENT WORK UNDER INSTRUCTOR GUIDANCE

№	Class Topic	Assignments	Methodological Guidance (if necessary)

Requirements:

1) this section shall contain assignments for independent study under instructor guidance;
2) the stated topic shall correspond to the Course Thematic Plan;
3) assignments may include methodological guidance.

15. ASSIGNMENTS FOR STUDENT INDEPENDENT WORK

№	Class Topic	Assignments	Methodological Guidance (if necessary)

Requirements:

1) this section shall contain assignments for independent study. Assignments may be combined and cover several topics;
2) assignments may include methodological guidance.

15.1 WRITTEN WORK TOPICS

Requirements:

This section is optional and shall be included when necessary, for example, when written work is included in the list of assessed assignments.

16. ASSESSMENT POLICY

Students shall be assessed on current and midterm assignments and on interim and final assessment.

The list of assessed assignments shall include case studies, research work, and project assignments (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

For master's and doctoral students, assignments involving international databases of peer-reviewed journals, statistical data, and international electronic-library resources are recommended. Achievement of learning outcomes shall be assessed through procedures based on clear and transparent criteria and descriptors established for all assessed assignments and published in course syllabi. Departments shall systematically moderate assessment procedures and results to maintain common educational quality standards (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

Assessment results shall generate a student rating on a 100-point scale. To be admitted to interim or final assessment, a student must score at least 50 points. The grading scale is provided in Appendix 8 to the Academic Policy of Karaganda Buketov National Research University.

List of Assessed Assignments

Sample:

№	Class Topic	Class Type (practical, laboratory, SIWGI/SIW)	Assignment Type	Reporting Format	Due Date (week number)	Points
1	Monetary and Credit Relations	Practical Class	Problem Solving	written	Week 4	50-100
2	International Trade	SIWGI	essay	written	Week 6	50-100
	Total					

Requirements:

1)the preamble to this section shall contain the text above;

2)the number of assignments shall correspond to the number of grades entered in the electronic gradebook. The final grade shall comprise the total result of the student's classwork and attendance;

3)in addition to current-assessment assignments, the list shall include midterm and final assessment assignments. Use the wording "midterm assessment assignment" and "interim assessment assignment" respectively;

4)examples of completing the form:

- type of assignment: paper/essay/project, problem/case solution, attribution of literary texts, etc.; for midterm assessment use "completion of a midterm assessment assignment", and for final assessment use "completion of an interim assessment assignment";
- reporting format: oral, written, or test;
- due date: Week 6 of the semester; for interim assessment – after Week 15;

5)for each class topic, the student shall receive points according to the adopted grading scale. By the end of the course, the student shall receive a total of 100 points.

17. Cumulative Assessment Criteria for Student Assignments

Letter Grade	Grade Points	Percentage	Course-Specific Assessment Criterion
A	4,0	Excellent 95-100	
A-	3,67	Excellent 90-94	
B+	3,33	Good 85-89	
B	3,0	Good 80-84	
B-	2,67	Good 75-79	
C+	2,33	Good 70-74	
C	2,0	Satisfactory 65-69	
C-	1,67	Satisfactory 60-64	
D+	1,33	Satisfactory 55-59	
D	1,0	Satisfactory 50-54	
FX	0,5	Unsatisfactory 25-49	
F	0	Unsatisfactory 0-24	

Requirements:

1) this section shall contain assessment criteria for the proposed course. The criteria shall be summative and used to assess learning outcomes at the end of the course;

2) this information shall guide students through the logic of final assessment and support self-assessment. The criteria shall correspond to the stated learning outcomes and describe the student's level of preparation at the end of the course;

3) "Excellent" (A) shall correspond to a high level of preparation: exceptional understanding, reasoned judgements, ability to defend a position, practical skills, and high-quality completion of all assignments;

4) "Excellent" (A-) shall correspond to complete understanding of theoretical material, compliance with the instructor's requirements, and completion of the assignments specified in the curriculum;

5) "Good" (B+) shall correspond to the required body of knowledge, the ability to express ideas logically and correctly, understanding of the material, and fulfilment of all instructor requirements;

6) "Good" (B) shall be awarded for knowledge of factual material, well-founded answers with examples, and logical presentation;

7) "Good" (C+) shall be awarded for theoretical and practical knowledge and skills where the student does not fully demonstrate the ability to argue and draw conclusions;

8) "Satisfactory" (D+) shall correspond to an average level of preparation, partial understanding, and completion of only some instructor requirements;

9) "Satisfactory" (D) shall be awarded where the student is unable to draw independent conclusions, provide examples, or present material logically;

10) "Unsatisfactory" (FX) shall be awarded for a low level of preparation and incomplete fulfilment of instructor requirements.

11) "Unsatisfactory" (F) shall correspond to a lack of knowledge and practical skills and failure to meet the instructor's requirements.

SYLLABUS CONTENTS

№	Section Title	Page

Requirements:

The final page of the Syllabus shall contain a "Syllabus Contents" section serving as a page-by-page navigator.

Technical Requirements for Syllabus Formatting:

1) page orientation: portrait
2) font: Times New Roman
3) font size: 11 pt
4) line spacing: single
5) first-line indent: 0.8 cm
6) margins: top – 1.5 cm; bottom – 1.5 cm; right – 2.0 cm; left – 2.0 cm
7) headings: uppercase and bold
8) title page: course, EP, department, and faculty names shall begin with a capital letter and appear without quotation marks; the EP code and title shall be separated by a dash and appear without quotation marks.

Appendix 1

Indicative List of Verbs That May Be Used When Formulating Learning Outcomes

Verbs that may be used to demonstrate knowledge:

Define, describe, list, find, relate, state, write, measure, compare, review, extract, identify, show, name.

Verbs that may be used to demonstrate understanding:

Summarise, describe, compare, classify, contrast, transform, discuss, distinguish, identify, assess, explain, formulate, give examples, interpret, translate, express, illustrate, discuss, predict, present, select.

Verbs that may be used to demonstrate application:

Apply, assess, modify, select, show, uncover, calculate, explain how, illustrate, predict, prepare, produce, relate, demonstrate, solve, study, verify, compute, construct, modify, classify, experiment, resolve.

Verbs that may be used to demonstrate analysis:

Analyse, divide, classify, organise, compare, conclude, contrast, criticise, diagnose, explain, combine, differentiate, distinguish, examine, justify, draw conclusions.

Verbs that may be used to demonstrate synthesis:

Calculate, state, combine, compose, conclude, create, obtain, develop, formulate, summarise, establish, transform, integrate, reorder, organise, plan, propose, invent, reformulate, communicate, review, select, synthesise, teach, explain.

Verbs that may be used to demonstrate evaluation skills:

Assess, appraise, decide, determine, rank, recommend, elect, distinguish, select, compare, conclude, criticise, defend, judge, validate, rate, summarise.

Verbs that may be used to demonstrate problem-solving skills:

Solve, select, determine, propose, plan, validate, assess, formulate, describe a course of action, develop, propose alternatives.

Verbs that may be used to demonstrate communication skills:

Communicate, express, explain, answer, debate, defend, review, examine, present, teach, represent, draw conclusions.

Approved at the meeting of the Academic Council,
Minutes No. 4 dated 12 February 2025.