



NJSC SHAKARIM UNIVERSITY OF SEMEY

DEVELOPMENT PLAN EDUCATIONAL PROGRAM

6B04106 - Management / Business Administration

Semey

NON-PROFIT JOINT STOCK COMPANY SHAKARIM UNIVERSITY SEMEY

APPROVED BY

Member of the Board – Vice-Rector for Academic
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EDUCATIONAL PROGRAM DEVELOPMENT PLAN

6B04106 – Management / Business Administration
for 2023-2027

Semey, 2023

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1. Passport of the Development Plan of the Bachelor's Degree Program 6B04106 "Management/ Business Administration"

1	Rationale for the Program development	Shakarim University Strategic Plan for 2021-2025 Work plan of the faculty
2	Implementation period	2023-2027
3	Expected outcomes of implementation	Obtaining deep theoretical and practical knowledge and skills, involving a clear orientation of students to successful professional activities, personal growth that meets the requirements of employers. Achieving a high level of quality of higher education that meets the needs of the labor market, the tasks of industrial and innovative development of the country, the individual. A level of education that employs the best world practices in the field of education

2. Analytical justification of the EP

2.1 Information about the educational program

The educational program is designed in accordance with the National Qualifications Framework and Professional Standards, *according to* the Dublin Descriptors and the European Qualifications Framework. **The typical** period of mastering the educational program of the bachelor's degree is 4 years.

EP "6B04106 - Management / Business Administration" was developed by the Academic Committee. Reviewed at the meeting of the Commission on Quality Assurance of the Faculty of Humanities and Economics (Minutes of Meeting No.3 as of 18.01.2023). Approved at the meeting of the Academic Council of the University (Minutes of Meeting No.9 dated 27.04.2023).

The main criterion for completing the educational process is the acquiring of at least 240 credits, with the confirmation of the Bachelor of Business and Management degree under the educational program "6B04106 – Management / Business Administration".

The educational program "6B04106 - Management/ Business Administration", implemented at the Faculty of Humanities and Economics, at the Department of Economics and Finance of the NJSC "Shakarim University Semey" at the bachelor's degree level, is developed taking into account the needs of the international, regional and national labor market, the requirements of the regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan and represents a system of documents for the organization of the educational process. Educational program 6B04106 "Management/ Business Administration" gives the student an understanding of business administration and modern management in industries. The specialization of the educational program allows preparing personnel for business administration, management in commerce, production, services, etc. The educational program allows developing the student's intellectual abilities, personal success and leadership qualities, organizational abilities on the basis of applied economic education.

2.2 Information about students

Academic year Basis of education	2023-2024 Academic year	2024 -2025 Academic year	2025-2026 Academic year	2026-2027 Academic year
Grant	1	1	2	2
Agreement	6	6	6	6
Total	7	7	8	8

2.3 Internal and external conditions for the development of EP

The university has created a favorable learning environment for students, including material, technical and information resources used in the educational process, which are sufficient and meet the requirements established for the main activity, the development strategy of the university and the goals of the EP, contributing to the formation of professional competence of students based on their individual needs and capabilities.

To achieve the goals and objectives of training qualified personnel as per the EP "6B04106 - Management/ Business Administration", there are various types of technical resources:

- classrooms and lecture halls are equipped with modern computers;
- classrooms with interactive whiteboards;
- high-speed access to Internet resources;
- library with paper and electronic materials
- access to international databases of abstracts (Scopus and Web of Science).

Training of students on the educational program "6B04106 - Management/ Business Administration" is provided by the educating department - "Economics and Finance" of the Faculty of Humanities and Economics together with the partner university Kyungdong University (South Korea) as per the "2+2" model: the first 2 years of study at the Shakarim University Semey, then 2 years of study at the partner Kyungdong University.

The educational process is carried out in English throughout the entire period of study.

Student training on the EP "6B04106 - Management/ Business Administration" is carried out at the instructional building No. 7 at 20a Glinka Street, at the Department of Economics and Finance at the instructional building No. 8 at 159 Shugaeva Street, at the instructional building No. 3 at 1 Kashagan Street.

On the 1st floor of the instructional building No. 7 the Center for International Collaboration has lecture halls for classes in specialized disciplines of EP "6B04106 - Management/ Business Administration", equipped with modern computer equipment, interactive boards, projectors, Beam robotic telepresence system. There is a room for students to relax and study outside of school hours. For collective classes in general education disciplines, lecture halls with a capacity of up to 70 people and specialized computer classes are used.

The Department of Economics and Finance is located on the 3rd floor of the instructional building No. 8, has an equipped material and technical base, including a faculty staff room, an office of the head of the department, a computer classroom, a specialized office, a lecture room equipped with an interactive projector and educational and methodological literature.

Classes in educational building No. 3 are carried out in lecture halls, lingaphone rooms.

The electronic catalogue in the ais.semgu.kz portal has educational and methodological materials for all subjects taught in English, a base of cases, business games, video lectures and software.

The university has its own official website shakarim.edu.kz. Educational and methodological documents of the educational program are developed in accordance with the existing regulatory documents:

- State Compulsory Standard of Education of the Republic of Kazakhstan;
- EP working curriculum;
- Catalogue of elective disciplines;
- Educational and methodological complexes of disciplines (syllabi).

According to the approved schedule, training sessions: lectures, practical classes are conducted on-line and off-line.

Practical training on the EP "6B04106 - Management/ Business Administration" is carried out by conducting industrial, pedagogical, research internships, this activity is carried out by the practice bases, in particular "Tamasha Sauda" LLP, "Kondiz" LLP, "Cement Plant" LLP, "Silicate Plant" LLP, "Kalina KZ" LLP, etc. The main requirements for partners are improving the quality of practical training of future specialists, familiarizing them with the conduct of scientific research.

In order to improve the quality of training of specialists in the EP "6B04106 - Management/ Business Administration" and the compliance of their competencies with the modern level of development of industry and science, leading practitioners of production enterprises and organizations of Semey are involved in the development of the EP and the catalog of elective disciplines.

Students of the "6B04106 - Management/ Business Administration" program have the opportunity to study under internal and external academic mobility programs. The university has more than 50 foreign partner universities from 20 countries of the World, in which students can study under the academic mobility program.

2.4 Information on teaching staff implementing the educational program

No.	Indicators	Unit of Measurement	2023-2024 Academic year	2024 -2025 Academic year	2025-2026 Academic year	2026-2027 Academic year
1	Percentage of teaching staff with an academic degree at the EP	%	63	67	70	73

2	Including the percentage of teaching staff with a degree in the General Disciplines	%	14	15	16	17
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The implementation of the EP "6B04106 - Management/ Business Administration" in the NJSC "Shakarim University Semey" is provided by scientific and pedagogical personnel in accordance with the requirements of the State Educational Standard of the Republic of Kazakhstan. In the training of students in the direction of training 6B04106 - Management/ Business Administration"30 people are involved, including 19 full-time teachers. The percentage of full-time teachers of the total number is 63%. The percentage of teachers with academic degrees and academic titles from the number of full-time teachers is 66.7%. The faculty consists of 9 candidates of sciences and 3 PhD's. Degree of teaching staff implementing the educational program has a tendency of gradual growth. The availability of basic education in the specialty of the department is 100%.

The level of competence of teachers in teaching methods is sufficient to effectively convey the content of training courses and to form students' knowledge and skills (competencies) necessary to achieve the learning outcomes provided for by the program objectives. The syllabi provide for the competencies that they receive in the course of studying the discipline, the individual plans of teachers describe the ways for improving the disciplines taught. During the training period, teachers use all educational and methodological materials of the library fund of the university. Teachers of the departments are well versed in the teaching methods that are adopted by the university for the group of training courses implemented by them, and also have practical experience in the subject area of the content of the training course, as evidenced by the materials of open classes, the minutes of the meeting of the Academic Council. In order to improve the quality of training, employers and stakeholders are invited to implement EP 6B04106 - Management/ Business Administration.

2.5 Characteristics of EP achievements

The difference and uniqueness of the EP is as follows:

- development of students' skills and knowledge in accordance with international requirements and trends;
- mastering of two foreign languages by the students: English and Korean;
- as per the program requirements student study at the foreign partner university for at least 2 academic years;
- mandatory recognition and acceptance of study periods and learning outcomes by both partner universities;

- obtaining two diplomas by graduates: Kazakh and Korean with international recognition.

A distinctive feature when studying at the Shakarim University Semey is the availability of a good material and technical base, specialized classrooms, highly qualified scientific and pedagogical staff (63% of faculty has academic degrees), the presence of representatives of production enterprises in the pedagogical staff, the affordable cost of training.

A distinctive feature of studying at the partner university Kyungdong University is a multinational environment that promotes the development of communication and social skills; the presence of highly qualified faculty staff from leading universities in the world. The partner university has a system of incentives and discounts when paying for tuition and accommodation both for achievements in educational activities and for improving the skills of English and Korean.

3. The main objectives of the development plan of EP

The educational program "6B04106 - Management/ Business Administration" provides the knowledge and skills necessary to manage international business. This program is designed to provide students with the global business competence and international business skills necessary to become an effective business leader worldwide. It offers a wide range of subjects to prepare students to function effectively in complex organizations, small and medium-sized enterprises or in the public sector, such as marketing and operations, accounting and finance, personnel management, information management, politics, ethics and law.

No.	Task description	Terms of development	Milestones of development
1	Improvement and upgrade of conditions for obtaining a full-fledged, high-quality professional education	Entire period of training	Development of measures to improve educational services for the development of professional skills
2	Updating the content of educational programs that form the main professional competencies of future specialists	Entire period of training	When updating the content of educational programs, the disciplines recommended by employers are to be included. Update the content of the EP in accordance with the requirements of the partner university

3	Increasing the innovativeness of scientific developments and increasing the number of R&D outcomes introduced into production process	Entire period of training	Increase the level of participation of faculty staff in competitions for grant financing of scientific projects and increase the number of projects being implemented
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4. EP risk analysis

No.	Name of risks	Actions to eliminate
1	Decrease in number of students on the EP	Intensification and improvement of the effectiveness of vocational guidance and advertising activities, as well as improvement and adaptability of the University's tuition cost policy
2	Insufficient level of the foreign language knowledge for the introduction of multilingualism	Teaching all or most subjects in English and appropriate selection of faculty staff with knowledge of the foreign language, setting stricter requirements for knowledge of English
3	Decrease in employment	The introduction of a dual education system with the involvement of interested enterprises in the region, as well as the creation of an infrastructure at the University for opening your own small business and launching student start-ups
4	Insufficient development of external and internal academic mobility of students and faculty staff	Expansion of the network of partner universities for academic mobility of students and faculty staff, as well as the development of projects of international dual-degree programs
5	Low number of publications in cited magazines	Increasing interest in publication activity through the introduction of a system of material incentives through KPIs.
6	Low percentage of participation in grant funding of scientific projects.	Increasing interest in participating in projects and startups through the introduction of a system of material incentives through KPIs.

5. Action plan for the development of EP

No.	Criteria	Expected outcomes	Unit of measurement	2023-2024	2024 - 2025	2025-2026	2026-2027
Direction 1. Educational and methodological materials							
1.1	Updating the educational program based on professional standards, taking into account the recommendations of employers	Expertise the Educational program "6B04106 Management / Business Administration" in order to increase the practice-orientedness and development of professional competencies of graduates	Actual	+	+	+	+
1.2	Monitoring and updating catalogs of elective disciplines in accordance with the development of key and professional competencies, the demands of the labor market.	Improving the quality of the content of educational programs by including elective courses aimed at developing the key and professional competencies of graduates in accordance with the demands of the labor market.	Actual	+	+	+	+
1.3	Introduction into the educational process of modern learning technologies that contribute to the development of cognitive activity, communicative ability of students	Improving the quality of teaching disciplines, taking into account the novelty and variety of forms of work that contribute to the development of cognitive activity.	Actual	+	+	+	+

1.3.1	Introduction to the educational process of mass open online courses (MOOCs) on the educational program 6B04106 Management / Business Administration	Introduction of disciplines into the educational process Improving the quality of teaching educational disciplines, taking into account the novelty and variety of forms of work that contribute to the development of cognitive activity.	ea	2	2	2	2
1.4	Involvement of social partners and employers in the development, examination of the implementation of educational programs	Improving the quality of educational programs, taking into account market demands and recommendations of employers	ea	1	1	1	1
1.5	Development and implementation of elective courses in English	Introduction to the educational process of disciplines in English	ea	1	1	1	1
1.6	Conducting seminars and round tables on the implementation of innovative technologies in the educational process	Introduction of innovative technologies in the educational process	ea	1	1	1	1
1.7	Publication of educational, educational-methodical and scientific literature on the implemented EP	Improvement of educational and methodological support in the disciplines of the implemented educational programs	ea	1	1	1	1
1.8	Conclusion of contracts with foreign and domestic universities - partners in order to develop the academic exchange of students of all levels and teaching staff	Creation of a base of foreign and domestic universities – partners for the development of academic exchange of students at all levels and faculty	ea		+		+

1.9	Invitation of students from universities partners to study for a semester, short-term internships, practice, etc.	Development of international recognition of educational programs, implementation of academic mobility programs for students	persons		1		1
1.10	Participation of faculty staff and students in international academic exchange programs	Development of international cooperation with foreign universities implementing educational programs in the relevant field			2	2	2
1.11	Development of outgoing academic mobility of faculty staff and students in the field of 6B04106 Management / Business Administration	Improvement of the educational program based on the experience of implementing similar programs in leading Kazakh universities					1
Direction 2. Faculty members							
2.1	Raising the professional level and training of scientific and pedagogical personnel for the implementation of educational programs once every 5 years	The percentage of faculty staff who have undergone advanced training at the national level is not less than 20%	persons	2	3	2	2
2.2	Completion of advanced training, refresh training, internship of faculty staff at the international level	Completion of the program of advanced training, refresh training, internship by at least 2 faculty teachers at the international level	persons	-	1	-	1

2.3.	Promotion of faculty staff publications in international magazines indexed by Web of Science and Scopus databases	Increase in the percentage of faculty staff who published the results of scientific research in publications indexed by Web of Science and Scopus databases – at least 30% of the total number of faculty staff	%	1	1	1	1
2.4	Involvement of practitioners in teaching and scientific activities	Participation of practitioners in the implementation of educational programs (not less than 20% of specialists)	%	2	2	2	2
Direction 3. Internationalization of educational programs							
3.1	Conclusion of agreements on international cooperation with foreign universities	Implementation of joint projects, preparation of scientific publications with foreign partners, creation of bases for passing scientific internships of students	ea	5	9		
3.2	Attracting foreign students to study under the educational program 6B04106 Management / Business Administration	Increase in the number of foreign students	persons	-	1	-	1
3.3	Organization of joint scientific and practical events with international partners	Improving the efficiency of scientific and methodological activities of faculty staff, exchange of experience with foreign partners	ea		1	1	1

3.4	Invitation of foreign specialists for giving lectures and consultations on graduation projects and theses	Improvement of the content component of educational programs based on the introduction of the experience of foreign specialists in the implementation of educational programs	ea	-	1	1	1
3.5	Broadening of cooperation with advanced foreign scientific and educational organizations in order to attract the most qualified foreign specialists to the implementation of educational programs	Formation of key and professional competencies in accordance with the practice of leading universities	persons	1	1	1	1
Direction 4. Equipment supply and digitalization							
4.1.	Gradual equipping of classrooms with technical training tools (projectors, panels, interactive and multimedia boards, multifunctional devices, webcam, screen for the projector, etc.)	Equipping the classrooms assigned to the department with technical training tools (projectors, panels, interactive and multimedia boards, multifunctional devices, webcam, screen for the projector)	ea	1	1	1	1
4.2	Automation of the educational process (testing, session management, movement of students, dean's office, department, load of teaching staff, schedule, library, syllabi)	Information management based on automation of the educational process (testing, session management, movement of a contingent of students, dean's office, department, load of teaching staff, schedule, library, syllabi)	Actual	+	+	+	+

4.3	Replenishment of the full-text database of the scientific research outcomes of faculty staff and students, faculty staff (articles, monographs, etc.)	Increase in the number of scientific works outcomes of scientists, research of faculty staff and students, teaching staff (articles, monographs, etc.)	ea	1	1	1	1
4.4	Broadening of the scientific and educational literature base, including on electronic media for educational programs implemented	Ensuring the implementation of educational programs on the basis of modern educational and information resources, including electronic media	%	1	1	1	1
4.5	Monitoring the faculty website content and its upgrade	Formation of the faculty website on various aspects of the implementation of educational programs	%	100%	100%	100%	100%

Head of the Department _____

A.Zh.

A.Zh. Zeynullina

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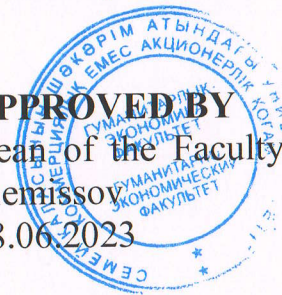
at the Quality Assurance Commission meeting of the Faculty of Humanities and Economics

Minutes of meeting No. 6 of 08.06.2023

Chairman of the Commission _____ Sh.Sh. Abisheva

Sh.Sh. Abisheva

APPROVED BY
Dean of the Faculty
Tlemissov
08.06.2023



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