

KAZAKH NATIONAL UNIVERSITY NAMED AFTER AL-FARABI

HIGHER SCHOOL OF ECONOMICS AND BUSINESS

DEPARTMENT OF MANAGEMENT

PhD

"APPROVED"

To the Board Member – Vice-Rector
for Academic Affairs

_____ A.G. Kazmagambetov

« _____ » _____ 2025 г.

**PROGRAM
OF PEDAGOGICAL PRACTICE
FOR DOCTORAL EDUCATIONAL PROGRAMS**

8D04103 - Public and Local Administration

8D04105 - Innovation Management

8D04106 - Management

8D04107 - Project Management

Almaty, 2025

Program of Pedagogical Practice for Educational Programs: 8D04103 - Public and Local Administration, 8D04105 -Innovation Management, 8D04106 - Management, 8D04107 - Project Management

Authors:

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The pedagogical practice program was reviewed at the meeting of the **Management Department**

Protocol No. ____ dated «____» _____ 2025

Head of the Department _____ PhD Associate Professor Smagulova G.S.

Approved at the meeting of the **Methodological Bureau of HSEB**

Protocol No. ____ dated «____» _____ 2025

Chairperson of the AC on KPI _____ PhD Associate Professor Nizamdinova A.K.

The program was approved at the **Academic Council of HSEB**

Protocol No. ____ dated «____» _____ 2025

Chairperson of the Academic Council _____ PhD Associate Professor Daulieva G.R.

Academic Secretary _____ PhD Kaliyeva A.E.

1. Goals and Objectives of Pedagogical Practice

Pedagogical practice is an essential component of the doctoral education process. This type of practice serves as a foundation for professional training, specifically preparing doctoral students for teaching activities in higher education institutions.

During the pedagogical practice, doctoral students must acquire fundamental scientific and methodological skills, including: structuring and psychologically competent transformation of scientific knowledge into teaching materials, systematization of educational and instructional tasks, methods and techniques for developing exercises, tests, and case studies on various topics, oral and written presentation of subject material, mastery of diverse educational technologies.

Through practical teaching activities, doctoral students should develop the ability to: set educational and instructional goals, choose appropriate types and formats of lessons, apply various methods of organizing student learning activities, conduct diagnostics, assessment, and evaluation of learning effectiveness.

By attending classes conducted by faculty members of relevant disciplines, doctoral students should familiarize themselves with: various ways of structuring and presenting educational materials, methods for enhancing student engagement in the learning process, features of professional rhetoric, different techniques and approaches to evaluating student performance.

Goal of Pedagogical Practice

The goal of pedagogical practice for doctoral students is to develop the identity of a researcher-educator with a high level of humanitarian culture, proficiency in modern higher education teaching technologies, and readiness for innovative activities in the field of education.

Objectives of the Practice:

- Strengthening the knowledge, skills, and competencies acquired during doctoral coursework,
- Mastering the methodology for preparing and conducting various types of classes,
- Developing the ability to analyze and evaluate instructional sessions,
- Gaining familiarity with modern educational information technologies,
- Cultivating self-education and self-improvement skills, while fostering active engagement in scientific and pedagogical activities as PhD researchers.

During the Pedagogical Practice, the Doctoral Student Must:

Study:

- Educational programs and curriculum plans for the department's specialties.
- Educational and methodological literature on the recommended disciplines of the curriculum;
- Forms of organizing educational and scientific activities in higher education institutions;
- The role of a university professor as a researcher, educator, and advisor-curator;

- Development of professionally significant personal qualities of a university teacher, such as pedagogical thinking, creative mindset, and communication culture;
- Formation of professional pedagogical skills and competencies;
- Development of spiritual and moral values.

Master:

- Conducting practical and laboratory sessions with students on recommended topics of academic disciplines;
- Delivering trial lectures in student classrooms under the supervision of a professor on topics related to the doctoral student's research work.

2. Content of Pedagogical Practice

The practice of doctoral students is carried out within the framework of the overall concept of doctoral training. The activities of a doctoral student during the practice process are aimed at forming and developing strategic thinking, panoramic vision of the situation, and the ability to lead a group of people. Moreover, it contributes to the process of socialization of the doctoral student, transitioning to a completely new activity—teaching activities—mastering social norms, values of the profession, as well as forming the personal business culture of future PhD doctors.

During the practice, doctoral students participate in all types of scientific, pedagogical, and organizational work of the department. The doctoral students in the course of their practice:

1. Study:

- The content, forms, and directions of the department's activities: planning and workload accounting documents; department meeting minutes; teachers' plans and reports; student certification documents; normative and regulatory documents of the department;
- Educational and methodological materials;
- Curriculum of academic disciplines, lecture courses, content of laboratory and practical sessions;
- Scientific and methodological materials: scientific-methodological developments, research topics of the department, scientific-methodological literature.

2. Perform the following pedagogical work:

- Attend classes of department instructors for various academic disciplines (at least three visits);
- Observe and analyze classes in agreement with the academic subject instructor (at least two observations);
- Independently conduct fragments (parts) of classes, coordinated with the scientific supervisor and/or subject instructor;
- Independently conduct full classes according to the academic discipline plan (at least two classes).
- Develop lecture notes for selected academic disciplines (at least one set of notes);

- Create a methodological package for the chosen academic discipline, which includes:

- a) Lectures on the topic of the chosen academic discipline with a list of referenced sources;
- b) Specialized tests and case studies (7–10);
- c) Publications on the topic of the academic discipline from the past year (books, journals, articles, etc.).

3. Participate in the work of the Department of System Analysis and Management:

- Actively engage in scientific-practical conferences, seminars, and meetings of methodological committees;
- Participate in all departmental activities related to the development of educational and methodological materials for departmental disciplines;
- Carry out specific assignments within the framework of the practice program.

3. Organization and Implementation of Pedagogical Practice: Timelines and Formats

Doctoral students undertake their practice at the "Management" department, based on the disciplines offered by this department. The teaching workload of the doctoral student consists of the following activities:

- Developing and conducting 1-3 lectures;
- Conducting 2–3 seminar sessions;
- Conducting open classes, extracurricular activities, and a graded educational event
- Developing of cases for seminar assignments/ midterm assignments.

The overall supervision of the practice is carried out by the head of the "Management" department. The direct management of the doctoral students' practice is handled by academic advisors or instructors approved by the department, in close collaboration with faculty members from the departments of Pedagogy and Psychology.

Before the start of the practice, the doctoral student receives the practice program. The practice is conducted in accordance with the doctoral student's individual study plan and the work schedule for the topic, developed jointly by the doctoral student and their academic advisor.

During the practice period, the doctoral student is required to comply with the internal rules of the department established for instructors.

The content of pedagogical practice in higher education includes:

- Familiarization with the tasks and organization of educational and extracurricular work, as well as the planning and organization of community activities at the department and faculty levels;
- Familiarization with the organization of research work at the faculty and department, and the involvement of students in these activities;

- Study of educational and methodological documentation at the faculty and department (standard program, working program, working curriculum, educational and methodological complexes, and syllabuses);
- Study of the academic work system;
- Development of a comprehensive individual work plan for the entire practice period (calendar plan, working program on studied topics);
- Development of lecture materials on the studied topic, seminar and laboratory assignments, test questions, and case studies;
- Preparation of scenarios for conferences, roundtables, business games, and briefings on studied topics.

At the end of the practice, the doctoral student must submit a written report to the department summarizing the practice results, including feedback from the academic advisor.

Subsequently, doctoral students defend their reports before a departmental committee determined by the head of the department.

Doctoral students should, with the department's approval, make maximum use of archive resources, information sources, and educational and methodological materials. During the practice, the doctoral student may be asked to keep a diary noting activities completed and the corresponding dates.

The practice supervisor from the department is responsible for organizing the timely attendance of the doctoral student, providing regular consultations, addressing misunderstandings and shortcomings related to the practice, monitoring delays in fulfilling the program and individual plans, ensuring the timely and quality preparation of reports and their proper presentation, and reporting to the department after the practice about shortcomings in its organization and suggesting ways to improve it in the future.

4. Locations for Pedagogical Practice

A single location was selected for all doctoral students to complete their pedagogical practice: the Higher School of Economics and Business, within the academic disciplines of the practice supervisors.

5. Rights and Responsibilities: During pedagogical practice, doctoral students have the following rights:

- To receive timely methodological assistance in conducting educational and extracurricular activities from the practice supervisor;
- To use the necessary educational and methodological literature, materials, and equipment available in the university's classrooms, department offices, and libraries;
- To attend lectures, practical sessions, and exams, as well as participate in their preparation and delivery, with the agreement of department instructors; to participate in discussions on students' educational and extracurricular activities;
- To address the practice supervisor or the head of the department to resolve any conflicts or issues that arise during the practice.

During the pedagogical practice, the doctoral student is required to:

- Strictly adhere to the established practice timeline,
- Fulfill the practice program in accordance with the calendar plan,
- Meet regularly with the practice supervisor to report on current work and the results of the student group's activities,
- Prepare and defend the pedagogical practice report on time.

The pedagogical practice is considered completed if the doctoral student meets all the requirements of the practice program.

6. Reporting Documentation for Pedagogical Practice

Upon completion of the practice, the doctoral student submits a report to the department on the work performed during the practice period. Each doctoral student provides a report in proportion to the scope of the work carried out. The report must include:

1. A written evaluation from the department supervisor, serving as an attestation of the doctoral student by the faculty, certified with an official seal;
2. A methodological development of a topic, with a discussion protocol;
3. A methodological development for a graded extracurricular activity, with a discussion protocol;
4. A psychological-pedagogical profile of a student or student group.

Before binding the report, the materials are arranged in the following order:

1. Endpaper (blank page),
2. Diary (with feedback from the supervisor assigned at the practice location),
3. Title page (formatted according to the prescribed template, sample attached),
4. Table of contents (with page numbers),
5. Report text:

Introduction: Specifies the location and timeline of the practice, as well as its goals and objectives.

Main section: Covers the main topics of the program in detail.

Conclusion: Includes brief findings on the work completed and suggestions for improving the effectiveness of the practice.

List of literary and methodological sources

Appendices: Forms, tables, calculations, etc.

7. Monitoring and Evaluation of Doctoral Students' Work During Pedagogical Practice

The pedagogical practice is considered complete if the doctoral student fulfills all the requirements of the practice program. Doctoral students are evaluated based on the results of all activities and the availability of the required practice documentation.

By the end of the practice, the doctoral student must submit:

1. A methodological package for the selected academic discipline;
2. A practice report (Appendix A).

When preparing documentation, the doctoral student must ensure proper formatting and organization of the following:

- The individual plan must include confirmation of the completed tasks;
- The practice report must describe the work performed, provide a self-assessment of the practice, include conclusions and recommendations for improving the organization of the practice, and be signed by the doctoral student.

All documents must be typed, formatted according to official documentation standards, and submitted in a separate folder with a title page (Appendix B).

The deadlines for submitting documentation are set by the Department of Management and Marketing during its departmental meeting.

The grade for the practice is equated to grades for theoretical courses and is considered in the results of the interim (sessional) assessment of doctoral students.

The final documentation remains with the department.

Appendices: Sample Documentation

REPORT

1. Assessment of Specific Conditions of the Educational Process:

- A brief description of the university, faculty, and department.
- Characteristics of the group where the doctoral student conducted sessions.

2. Planning and Conducting Sessions:

- Number of sessions conducted: lectures, seminars, and their practical evaluation.
- Challenges faced during the sessions.
- Methods and teaching tools used during lectures and practical sessions.
- Extracurricular activities, their educational and developmental impact on students and their engagement with the subject.
- Motivation methods employed during the sessions.

3. Extracurricular Work:

- Number of attended sessions (conducted by instructors or other doctoral students) and their overall evaluation.
- Innovations applied in your sessions.

4. Conclusions and Suggestions:

- Self-assessment of your subject preparation.
- Insights gained about the activities of instructors. What personal traits and professional skills do you consider most important for university instructors?
- Your suggestions and recommendations for improving the organization of the practice.

APPENDIX B
Title Page Format

KAZAKH NATIONAL UNIVERSITY NAMED AFTER AL-FARABI

HIGHER SCHOOL OF ECONOMICS AND BUSINESS

DEPARTMENT OF MANAGEMENT

REPORT
On the completion of

Doctoral student
Higher School of Economics and Business
Specialty _____

(Full Name)

Supervisor of the practice from the university:

(Position)	(Signature)	(Last Name)
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“ _____ ” 2025

Almaty, 2025 г.