

Regulation

About the organization and holding
of the competition "The best innovative
course of BrSTU"

I APPROVE
First Vice-rector of the University
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1. General provisions

1.1. This regulation is developed for the purpose of establishing and documenting the rules governing the procedure for holding the competition for the title of "The Best Innovative Course of BrSTU»;

1.2. This regulation describes the goals and objectives of the competition, defines the rules and regulations governing the procedure for conducting the competition;

1.3. The competition for the title of "The best innovative course of BrSTU" is a competition in professional skills among the teaching staff of the university;

1.4. The competition identifies the most outstanding results of teachers in creating and conducting innovative courses;

1.5. The competition is open to full-time or part-time university teachers who have at least 3 years of research and teaching experience.;

1.6. Courses in the disciplines fixed in the curricula of the university's specialties, as well as author's courses taught as part of the implementation of additional adult education programs, can be submitted for the competition.

1.7. The course that was recognized as the winner can be submitted again no earlier than 2 years later and must be revised by at least 60%.

2. Goals, objectives and principles of the competition

2.1. The purpose of the competition:

integration/implementation of innovative pedagogical technologies in the educational process of BrSTU;

improving the professional and pedagogical competencies and professional culture of the university teaching staff, the level of educational and methodological work;

increasing motivation for further professional development of teachers and stimulating the introduction of innovative pedagogical technologies by creating favorable conditions for professional self-realization of university teachers;

activation of the process of creating innovative courses and applying innovative pedagogical technologies.

2.2. Contest objectives:

improving the quality of the educational process, teaching and methodological work;

dissemination of advanced pedagogical experience in the use of innovative teaching methods;

creation of a virtual discussion platform for the dissemination, exchange of experience and popularization of innovative pedagogical technologies among the teaching staff of BrSTU;

stimulating the improvement of the level of pedagogical skills of teachers and the development of the innovative potential of the individual teachers of BrSTU;

improving the social status and professionalism of teachers, strengthening their public support.

2.3. Principles of the competition:

providing equal opportunities for all participants of the competition;

ensuring fair competition among the participants of the competition;

compliance with the objectivity of assessments and publicity of the competition.
ensuring voluntary participation of teachers in the competition;
compliance with the standards of professional ethics during the competition.

2.4. Results and effectiveness of the competition:

2.4.1. Internal:

according to the results of the competition, at least 4 courses in technical, information, economic and humanitarian disciplines will be developed annually, based on the use of innovative educational technologies;

the development of the innovative pedagogical environment in BrSTU will ensure the implementation of the modern pedagogical paradigm of education aimed at innovation and subjectivization of the educational process, and will create conditions for the transition of BrSTU to the implementation of the University 3.0 and University 4.0 concepts;

dissemination of advanced pedagogical experience among university teachers by presenting best practices and master classes during the competition;

creating a creative pedagogical atmosphere and strengthening the involvement of employees in the processes of innovative teaching;

encouraging teachers to improve teaching methods, search for new innovative approaches to teaching disciplines.

2.4.2. External:

the publication of information about the results of the competition on the university's website and in the media will help to form the image of the university as an innovative educational institution;

the opportunity to receive additional income from the implementation of innovative courses through the BrSTU IPKiP;

improving the competitiveness of BrSTU in the educational space of the Republic of Belarus through the introduction of innovative technologies in training;

the possibility of attracting additional funds for the development of the educational environment within the framework of projects of the Ministry of Education, European grants in the presence of active activities for the integration of innovative pedagogical technologies and the Competition as a resource and discussion platform.

3. Stages and procedure of the competition

3.1. Terms and frequency of the competition

The competition is held annually.

3.2. Contest nominations

The competition is held in the following categories:

1 " " The best innovative course in technical disciplines" (1st prize).

2 " " The best innovative course in IT disciplines" (1st prize).

3 " " The best innovative course in economic disciplines" (1 prize).

4. " The best innovative course in social and humanitarian disciplines" (1st prize).

3.3. Stages of the competition

Stage	Summary of the stage	Time frame	Result
Preparatory stage	Organizational measures related to the competition.		
	Collection of applications and materials from participants of the competition	February-March	
	Portfolio of applications and materials of participants of the competition		
Selection by correspondence stage	Consideration of submitted applications and materials by the Competition Commission and selection of courses for further participation in the competition	April-May	
	For each category, the best 3 courses that will be admitted to the second stage of the competition are determined		
Competitive face-to-face stage	Evaluation by the Competition Commission of course presentations prepared by participants who successfully passed the selection round, determination of winners	May-June	One winner is determined for each category

Final stage Awarding of the winners

On June 20-30, the winners will be awarded with certificates and cash prizes

Summing up the results Dissemination of best teaching practices, best practices
September-May of the academic year following the competition Winners conduct a master class
within the framework of the IPKiP

The preparatory stage is held from February 15 to March 31 of the competition year. At the preparatory stage, the following steps are carried out:

- 1) The publication of the order of the first vice-rector of the university on the conduct of the competition and the creation of the Competition Commission. At the first meeting, the Competition Commission distributes the responsibilities among the members of the commission, sets the dates for each stage of the competition, and approves the cost estimates. The decision of the commission is fixed by the protocol.
- 2) Informing the structural divisions of the university about the competition by e-mail, posting information on the university's website. In accordance with the principle of openness and transparency, information is provided about the terms of the competition, the procedure and conditions for its conduct, the criteria by which the courses will be evaluated, as well as application forms and other materials for participation in the competition. The information is provided by the secretary of the Competition Commission.
- 3) The nomination of candidates by structural divisions (departments) with the presentation of the author's courses of teachers in disciplines with innovative elements of teaching for participation in the competition. The nomination is carried out on the initiative of the teacher in agreement with the heads of departments. From one structural unit (department), no more than 3 candidates are allowed to participate. Each teacher can submit no more than 2 courses to participate in the competition. The name of the courses and the teachers responsible for their development are considered and approved at the meeting of the department. An extract from the minutes of the meeting of the department is provided to the competition commission.
- 4) Submission of applications for participation in the competition is carried out in accordance with the established form (clause 3.4.). The application is submitted in electronic form. The secretary of the Competition Commission is responsible for the preparation and distribution of the form. The link to the electronic application form is posted on the university's website. The applicant is responsible for the accuracy of the information specified in the application. The deadline for submitting applications is March 31. The Secretary checks the submitted applications on formal grounds. In case of detection of errors or incompleteness of information, the secretary of the Competition Commission shall inform the applicant within 3 days by e-mail specified in the application. The applicant can send the updated form again before March 31 of the year in which the competition is held.
- 5) Submission to the competition commission of materials and documents for participation in the competition specified in paragraph 3.4. of this regulation. Materials are transmitted via email and in person to the secretary. The materials must be submitted in the form of files that have been checked for antivirus software. Individual documents and materials are provided in paper form (for the documents specified in clause 3.4). The deadline for submitting materials and documents is until April 10 of the competition year. The Secretary checks the submitted materials on formal grounds. In case of detection of errors or incompleteness of information, the secretary of the Competition Commission shall inform the applicant within 3 days by e-mail specified in the application.
- 6) Making a decision on admission to the competition. Candidates who have submitted the documents and materials specified in clause 3.4. of this regulation in a timely manner are allowed to participate in the competition. The decision on the admission or rejection of the candidate's application is made at the meeting of the competition commission and is formalized

by the protocol. The list of participants of the competition and the courses submitted for the competition is announced by the competition commission until April 15 of the competition. The qualifying stage is held from April 15 to May 15 of the competition year. It includes the following activities:

- 1) Consideration by the competition commission of the materials and documents submitted for participation in the competition, their analysis and evaluation. The evaluation is carried out according to the criteria specified in Chapter 5 of this Regulation by filling in the evaluation sheet by each member of the commission for each course submitted for the competition.
- 2) Selection of candidates for participation in the competitive stage. For each nomination, the Competition Commission selects 3 candidates for further participation in the competition. The courses that receive the highest final score are recommended for further participation in the competition. The final score is determined as the weighted average of the points awarded by the members of the competition commission. The secretary of the commission is responsible for the transfer of materials to the members of the competition commission, the issuance and collection of evaluation sheets. The calculation of the final points is carried out by a member of the competition commission appointed during the distribution of duties at the first meeting of the commission.
- 3) The decision on the candidates admitted to participate in the competition is made at the meeting of the competition commission by open or secret voting (by decision of the competition commission) on the basis of a simple majority of votes. The decision is made out by the minutes of the meeting of the competition commission.
- 4) The announcement of the results of the selection stage is carried out by sending e-mail to the participants of the competition, structural divisions (departments), as well as posting information on the website. The following information is provided: the name of the course, the responsible teacher, the average final score, whether this course has passed to the next competitive stage. There is no appeal procedure. The results must be announced no later than May 15 of the competition year.

The competition stage is held from May 15 to June 15 of the competition year. At the competitive stage, the following events are held::

- 1) Preparation of course presentations by participants who have passed the qualifying stage. The duration and requirements for the presentation are determined by the competition commission.
- 2) Conducting course presentations in front of the competition committee. This is an open public event. All employees of the university, as well as external stakeholders, are invited to participate. Everyone present has the right to ask questions.
- 3) Evaluation of the participants' course presentations. Only members of the competition commission can evaluate the participants on the basis of the criteria proposed in Chapter 5 of this Regulation. The assessment is carried out immediately after the presentation and the answers to the questions. The evaluation sheets are immediately handed over to the secretary before the next participant starts speaking.
- 4) Determining the winners. The winner is determined for each category (for one course). The winner is the teacher who developed the course and scored the highest number of points based on the results of the presentation.
- 5) Making a decision on the winner of the competition. The decision is made at a meeting of the competition commission by open or secret voting (by decision of the competition commission) on the basis of a simple majority of votes. The decision is made out by the minutes of the meeting of the competition commission,
- 6) The announcement of the results of the competition is not carried out before the award procedure. After the award procedure, the website contains information about the winners in each category. There is no appeal procedure. The results must be announced no later than June 30 of the competition year.
- 7) Awarding of the winners is carried out in the manner and in the amount provided for in Chapter 6 of this Regulation.

The final stage involves the dissemination of best practices by the winners of the competition (presentation of teaching methods at the IPKiP seminar, demonstration of innovative teaching methods used by them, placement of course materials on the MOODLE and/or GOOGLE CLASS platform, VATL portal). The decision on the form of dissemination of experience is made by the competition commission and brought to the attention of teachers.

3.4. Documents and materials submitted for participation in the competition.

To participate in the competition, the applicant must submit the following documents and materials to the competition commission:

;

b) CV;

c) an extract from the meeting of the department on the course recommendation for submission to the competition;

d) an educational and methodological map of the course with an indication of the methods used;

e) description of the applied innovative methods and methods of teaching, interactive teaching methods;

f) educational and methodological materials of the course (at least one video lecture; an interactive course posted on educational platforms; students' works, etc.), as well as other materials.

4. The Competition Commission and its terms of operation

4.1 To conduct the intra-university competition "The best innovative course of BrSTU" under the chairmanship of the first Vice-rector, a Competition Commission is created consisting of: a representative of the educational and methodological department, at least one representative from each faculty of BrSTU, as well as specialists of BrSTU and other higher educational institutions with experience, qualifications, research work in the field of innovative pedagogical technologies. An external expert in the field of innovative educational technologies may be involved in the work of the Commission within the framework of individual categories (technical, information, economic, social and humanitarian) for independent evaluation of the competition materials.

4.2 The Competition Commission is guided in its activities by the legislation of the Republic of Belarus, the Charter of BrSTU, other local regulatory legal acts and this Regulation.

4.3. The Competition Commission determines the procedure, specific terms of the competition, analyzes the submitted tender documentation, and makes a decision on the results of the competition.

4.4. The main tasks of the competition commission are:

organization of the competition in accordance with this Regulation;

notification of BrSTU structural divisions about the terms and conditions of the competition, the criteria for selecting winners;

accepting applications from contest participants, checking the completeness of the submitted information;

conducting a preliminary selection of innovative courses based on the submitted materials for further participation in the competition;

participation in various events related to the evaluation of competitive applications (attendance of classes, master classes, evaluation of educational and didactic materials of the course, video materials, etc.)

analysis of innovative courses of participants of the competition for compliance with the criteria of competitive selection;

selection of the contest winners by category.

4.5. For the effective implementation of its activities, the commission has the right to involve other experts in the work, to create working groups.

4.6. The Commission is authorized to make decisions on the principle of a simple majority. The decision of the commission on the selection of the winner of the competition is not subject to publication until the day of the award ceremony.

5. Competitive selection criteria and the procedure for nominating participants

5.1 The Competition Committee selects, analyzes and evaluates the submitted materials based on the following criteria:

a) formal criteria: the use of innovative educational technologies, the use of distance learning technologies.

b) the essential criterion: the compliance of the applied innovative educational technologies with the goals and objectives of the course, the focus of the use of technologies on the formation of a cognitive, creative, innovative environment; the subjective approach to the organization of the course.

5.2 The study and analysis of the materials submitted by candidates is carried out by interpreting the results of the course evaluation checklist presented in Annex 1. Course evaluation criteria
Candidates are evaluated according to the system of 100 points based on the nomination standards

5.3. Evaluation of methodological skills and the use of innovative educational technologies of candidates is evaluated by the members of the Competition Commission in accordance with Appendix 2. The scale of evaluation of methodological skills and the use of innovative educational technologies.

5.4. Promotion and awarding of winners

5.4.1. Financial incentives for participants are provided in accordance with the Regulations on bonuses for employees of the educational institution "Brest Technical University "(Appendix 1 to the Collective Agreement).

5.4.2. Other incentive methods

1. Inclusion in the rating of departments of points:

"Participation in the competition" The best innovative course of BrSTU " 10 points for 1 course

"Winner of the competition" Best innovative course of BrSTU" 50 points for 1 course

2. Awarding the winners with diplomas of the University in the following categories:

"The best innovative course in technical disciplines"

"The best innovative course in IT disciplines"

"The best innovative course in economic disciplines"

" The best innovative course in social and humanitarian disciplines»

Chairman of the working group A. G. Prarouski

Appendix 1. Course evaluation criteria

Evaluation and analysis of the course by internal experts (Commission) 60%

Evaluation of the presentation of the courses that were released in the second round before the Competition Commission 20%

Assessment of the course by students as subjects of the educational process 20%

TOTAL 100%

Appendix 2. Scale of assessment of methodological skills and the use of innovative educational technologies

N Rating sheet Rating scale

1. Methodological orientation and motivation

1. Explanation of the goals and objectives of the course, including in the system of formation of professional and personal competencies of students 4 3 2 1 0

2. The relationship with the previous courses, the formation of a holistic educational context 4 3 2 1 0

3. Explanation of the purpose and objectives of a specific educational material (subject) to achieve the goal of the course 4 3 2 1 0

Involvement of students in the educational process

4. Dialogic presentation of the lecture material (interaction with students in the process of transmitting knowledge through questions, rhetorical questions, verbal and non-verbal interaction) 4 3 2 1 0

5 5. Discussion of the educational process (the presence of a critical approach, discussions, problematic issues) 4 3 2 1 0

6 6. The degree of students' activity in the discussion and in the cognitive process of acquiring knowledge 4 3 2 1 0

Student interest

7 7. Students are interested in the subject, motivated to learn 4 3 2 1 0

8 8. The teacher arouses interest in the subject among students 4 3 2 1 0

9 9. Respect for students 4 3 2 1 0

Teaching skills

10 The teacher emphasizes the transitions between sections of the training material 4 3 2 1 0

11 The teacher focuses on what is basic, fundamental 4 3 2 1 0

12 Concrete and practical examples are presented 4 3 2 1 0

13 The teacher explains clearly and accurately, the speech is literate 4 3 2 1 0

14 The teacher maintains eye contact with the audience 4 3 2 1 0

15 The teacher maintains an adequate, accessible pace of lectures, classes 4 3 2 1 0

16 Teacher's digital literacy level 4 3 2 1 0

17 The training methods used allow you to realize the goals of the lesson 4 3 2 1 0

Teaching methods

18. Audio-visual materials are used (for example, Power Point presentation), additional training materials, equipment) 4 3 2 1 0

19. Apply distance education technologies (course on the MOODLE platform, Google-class, VATL portal) 4 3 2 1 0

20. Apply mobile technologies in education 4 3 2 1 0

21. Apply video lectures (own or external videos) 4 3 2 1 0

22. Use gamification methods, gaming techniques in training 4 3 2 1 0

23. Flipped class technologies are used 4 3 2 1 0

24. ICT and digital resources (applications, quizzes) are used 4 3 2 1 0

25. Use the methods of collective interaction (group jobs, work in small groups) 4 3 2 1 0

26. Used by design learning methods (case study, project activities, integrated tasks, problem work, experiment) 4 3 2 1 0

27. Methods are used to enhance cognitive activities (brainstorming, discussion, peer review) 4 3 2 1 0

28. The methodology of the subject approach is applied (rating assessments, individualized multi-level tasks) 4 3 2 1 0

Conclusion

29. Focusing on the results and results of the lesson 4 3 2 1 0

30. Answers to questions 4 3 2 1 0

23. Completion of the lesson on time, with the achievement of goals and objectives 4 3 2 1 0