SAGRIS Module 3 description

Code	**Title of the module**
Module 3	Advanced research methods (Russia) Research methods (Kazakhstan)

1. Learning Objectives of the Module

Qualification objectives

The goal is to familiarize postgraduate / doctoral students with the process of developing, planning and implementing advanced research projects from start to completion, including the formulation of proposals, data collection, analysis and sharing of results through publications and presentations. The purpose of introducing graduate/doctoral students to this process is that they can conceptualize and implement research that meets the requirements of main sustainability issues in agriculture. By promoting rigorous scientific practice, they are more likely to conduct relevant research that will make a difference in the broader sustainability debate.

Competence 1 (C1): Postgraduate / doctoral students reasonably choose and apply quantitative and qualitative analysis and modeling methods.
Knowledge 1 (C1K1): Knowledge of the process of conducting scientific research, including various methodologies of scientific practice and various methods of creating, analyzing and presenting scientific data.
Skill 1 (C1S1): Postgraduate / doctoral students are able to use modern tools and methods for planning, collecting and analyzing scientific research.
Competence 2 (C2): Postgraduate / doctoral students explain and present research results to the scientific community.
Knowledge 1 (C2K1): Knowledge of the process of preparing scientific manuscripts for publication and presentations.
Skill 1 (C2S1): Postgraduate / doctoral students are able to work with scientific literature, prepare high-level scientific publications and presentations, and successfully submit an application for grants.

Competence 3 (C3): Postgraduate / doctoral students demonstrate a good understanding of the professional field of research and project management.
Knowledge 1 (C3K1): Knowledge of funding sources and the rules for writing grants.
Knowledge 2 (C3K2): Knowledge of standards and requirements for managing research projects.
Skill 1 (C3S1): Postgraduate / doctoral students are able to initiate and implement effective projects, as well as evaluate their effectiveness.

Summary of content
Which professional, methodological, practical and interdisciplinary contents will be delivered?

Methodological and theoretical content includes mastering methods of conducting scientific research, as well as planning and managing a research.
Practical content consists in the ability to analyze quantitative and qualitative field data and related statistical processing, as well as to present and publish research results.
General professional / interdisciplinary -
The interdisciplinarity of the module implies the simultaneous mastering of content at the following levels:
-methodological - the use of tools of various disciplines, so that the results obtained contribute to the refinement and improvement of the initial data;
- organizational — ensuring the interaction of researchers to discuss the results, involving representatives of related disciplines;
- information - ensuring the transition of applied results of interdisciplinary research into the area of practical decision-making, presentation of their own scientific results to the scientific community.

Teaching/learning forms (summary)
Lecture, exercises, lecture with exercises, project

2. Preconditions for participation

Knowledge, skills, competences required	What knowledge, skills, competences are required for successful module completion? Mathematical competence and basic competences in science and professional activities. Digital competence. Communication competence including advanced skills in writing and public speaking.
Preparation for the module	Preliminary literature review, acquiring basic knowledge regarding electronic databases and other resources for locating scientific literature.

3. Module references to sustainable development

Content

What aspects of sustainable development (economic, environmental, social) will be considered in this module? Students will be able to design research using various approaches that are relevant to investigating complex sustainability challenges. Through familiarity with rigorous scientific methods, they will be well-positioned to offer empirically sound contributions to inform decision-making and practice for greater sustainability in agriculture.

4. Exam performances (preconditions for allocation of credit points)

Type and duration (min)	**Share %**
Written exam (90) : seminar work to be determined by the university	70% : 30% to be determined by the university

5. Organisation

Responsible for the module Bezgina Yu. Nadezhda Meleshenko		
Type of the module Compulsory or elective to be determined by the university	**Regular cycle** 1st semester / 2nd semester to be determined by the university	**Duration** 1 semester to be determined by the university
Admission requirements fulfillment of the prerequisites to be determined by the university	**ECTS** 4 ECTS 1 ECTS is equal to 30 academic hours (Kazakhstan) 1 ECTS is equal to 24 academic hours (Russia)	**Presence on semester week hours** to be determined by the university
Workload 4 ECTS x 30 academic hours = 120 academic hours – **total workload, with the following allocation**		
Presence/ Contacts (Lectures) 38 hours. / 31,7%	**Individual work / Self work** 37 hours. / 30,8%	**Tasks/ Group work** (lab, practical) 45 hours. / 37,5%

6. Module design

Subtopics	
Subtopic 1	Research data management
Subtopic 2	Scientific publishing, incl. methods of literature research
Subtopic 3	Advanced statistical methods
Subtopic 4	Target group oriented presentations (poster, ppt...)
Subtopic 5	Writing grant proposal
Subtopic 6	Project and time management

6.1. Subtopic description

Code	**Subtopic title:**
Subtopic 1	Research data management

6.2. Subtopic design

Learning outcomes

What knowledge and skills do you need to acquire to achieve the learning objectives of the module? What competencies will they help to acquire?

Competence 1 (C1): PhD students are able to design a scientific research project with a logical structure such that methods used generate data that can be analyzed to yield results that fulfill the aim and objectives.
Knowledge 1 (C1K1): PhD students know the principles of exploratory and experimental design in scientific practice including hypothesis testing.
Knowledge 2 (C1K2): PhD students know ethical research process.
Skill 1 (C1S1): PhD students are able to justify the methods selected and the obtained results.

Competence 2 (C2): PhD are able to manage quantitative research data.
Knowledge 1 (C2K1): PhD students are familiar with various sampling procedures and fieldwork practices – how to collect quantitative data.
Knowledge 2 (C2K2): PhD students are familiar with the modern base of scientific research in the field of industrial experiment.
Skill 1 (C2S1): PhD students know the methods of working with laboratory equipment and software options for organizing quantitative data.

Competence 3 (C3): PhD students are able to manage qualitative research data.
Knowledge 1 (C3K1): PhD students are familiar with various fieldwork practices – how to collect qualitative data.
Knowledge 2 (C3K2): PhD students know blended research methods for integrating and analyzing quantitative and qualitative data.
Skill 1 (C3S1): PhD students know software for analyzing qualitative data.

Content

What professional, methodological, practical and interdisciplinary content is covered by the subtopic?

Professional content lies in the ability to develop a research project with a logical structure, clearly formulated goals and objectives.
The methodological content lies in the ability to apply modern research methods to achieve the research goal and solve the scientific problems.
The practical content is to conduct research, collection, storage, analysis and correct interpretation of research results.
Interdisciplinary content is in the relationship with all disciplines of the module aimed at creating the final product of research - a dissertation.

Content:
1. The main stages of scientific research (state of the problem).
2. Formulation of research objectives.
3. Development of your own solutions (goal setting) (Development of programs and selection of research methods).
4. Processing and analysis of research data, their comparative analysis with existing analogues.
5. Correct formulation of results.

Teaching/Learning forms

problem-based lecture, lecture-consultation, laboratory work, project

Teaching/Learning methods

lecture, exercise, group work, case analysis, presentations

Literature/ learning materials

Literature sources:

1. Sinchenko G.Ch. Thesis Logic: Study Guide. - Moscow: FORUM Publishing House, 2015. - 312 p.
2. Kosmin V. V. Fundamentals of Scientific Research (General Course): Textbook. - Moscow: Publishing Center RIOR, 2019.- 238 p.
3. Beisenov B. S. Fundamentals of scientific research and experimental techniques: Textbook. - Almaty, 2015, p. 213
4. Abhishek Gaur. 2019. Scientific Research. Lambert Academic publishing July 29th 2019. p. 52. ISBN-13 : 978-6200258915
5. Plano Clark, V. L. and N. V. Ivankova. 2015. *Mixed Methods Research: A Guide to the Field*. Sage: London. 368 pp. https://uk.sagepub.com/en-gb/eur/mixed-methods-research/book241462#description

Additional literature:
1. Andreev G. I. Fundamentals of scientific work and methodology of dissertation research: monograph / Andreev G. I., Barvinenko V. V., Verba V. S., Tarasov A. K .. - Moscow: Finance and Statistics, 2012. - 296 from.- URL: https://e.lanbook.com/books/element.php?pl1_cid=25&pl1_id=28348.
2. Dospekhov B.A. Field experiment technique (with the basics of statistical processing of research results): textbook. - M .: Alliance, 2011 .-- 352 p.
3. Fundamentals of research activities: textbook. manual (course of lectures) / A. G. Burda; Cuban State Agrarian University. - Krasnodar, 2015 .-- 145 p.
4. Fundamentals of scientific research: Textbook / VM Kozhukhar. – M.: Publishing and trade corporation "Dashkov and K °", 2010. - 216 p.
5. Raizberg B.A. Dissertation and academic degree: Scientific and practical manual; VO - Postgraduate studies. - Moscow: Scientific Publishing Center INFRA-M, 2019. - 253 p.- URL: http://new.znanium.com/go.php?id=1005680.
6. Onwuegbuzie, A. J. and R. Burke Johnson (eds). 2021 (forthcoming). *The Routledge Reviewer's Guide to Mixed Methods Analysis*. Routledge: London. 576 pp. https://www.routledge.com/The-Routledge-Reviewers-Guide-to-Mixed-Methods-Analysis/Onwuegbuzie-Johnson/p/book/9781138305274

Other
online training, invited experts

6.3. Subtopic organization

ECTS Points	**Contact hours per week**	**Grouping**	**Recommended study semester**	**Language**
0,8 ECTS (24 hrs)	2	Yes	1	Russian, Kasakh, English

Workload
1 ECTS x 30 academic hours = 24 academic hours **– with the following allocation**

Presence/ Contacts (Lectures)	**Individual work / Self work**	**Tasks/ Group work** (lab, practical)
6 hours / 25%	9 hours/ 37,5%	9 hours / 37,5%

6.1. Subtopic description

Code	Subtopic title
Subtopic 2	Scientific publishing, incl. methods of literature research

6.2. Design of the subtopic

Learning outcomes

What knowledge and skills do you need to acquire to achieve the learning objectives of the module? What competencies will they help to acquire?

Competence 1 (C1): PhD students are able to write up scientific research results and potentially publish them in internationally high-ranking journals.
Knowledge 1 (C1K1): PhD students know the rules and principles of writing scientific publications, including formulation of research hypotheses, method description and discussion of results.
Knowledge 2 (C1K2): PhD students know the rules of authorship, copyright and ethics of scientific publishing.
Skill 1 (C1S1): PhD students are able to elaborate a manuscript based on scientific research for a scientific journal of choice, using scientific databases for journal selection.

Content

What professional, methodological, practical and interdisciplinary content is covered by the subtopic?

Professional content consists in the concept of the results of scientific research and their compliance with the requirements for possible publication in international top-rated journals.
The methodological content consists in the use of rules and principles for writing scientific publications, including the formulation of research hypotheses, description of the methodology and discussion of results, rules of co-authorship, copyright and ethics of scientific publications.
The practical content implies the ability to prepare a manuscript based on scientific research for the selected scientific journal.
Interdisciplinary content is interrelated with the disciplines: Research data management, Modern methods of statistics

Content:
1. Defining a topic for scientific publication and formulating a hypothesis.
2. Methods of research work with databases of scientific articles and data bases on scientific journals/publishing houses.
3. Planning of research design and embedded experiments for subsequent scientific publications.
4. Principles of writing a scientific publication on the materials of the works.
5. Choosing the journal, submission and promotion of scientific publication.
6. Ethics of publishing.

Teaching/Learning forms

Problem-based lecture, lecture-discussion, seminar (- with practical elements), laboratory work, workshop.

Teaching/Learning methods

Lecture, group work, case analysis, presentation, project work, computer exercises

Literature/ learning materials

Literature sources:

1. Öchsner, Andreas (2013) Introduction to Scientific Publishing, Springer Briefs in Applied Sciences and Technology, Springer Berlin Heidelberg, p.91 ISBN 9783642386459
2. Speight, James G.; Foote, Russell (2011). Ethics in Science and Engineering. John Wiley & Sons. p. 241. ISBN 9781118104842.
3. Hartley, J. (2008). Academic writing and publishing: A practical guidebook. Abingdon, Oxon: Routledge.

Additional literature:

1. Hays, J. C. (2010). Eight recommendations for writing titles of scientific manuscripts. Public Health Nursing, 27(2), 101-103. doi: 10.1111/j.1525-1446.2010.00832.x
2. Jamali, H. R., & Nikzad, M. (2011). Article title type and its relation with the number of downloads and citations. Scientometrics, 88(2), 653–661. doi: 10.1007/s11192-011-0412-z
3. Hartley, J. (2012). New ways of making academic articles easier to read. International Journal of Clinical and Health Psychology, 12(1), 143-160.

Other

online training, invited experts

6.3. Subtopic organization

ECTS Points	Contact hours per week	Grouping	Recommended study semester	Language
0,6	1	No	2	Russian, Kasakh, English

Workload 0.6 ECTS x 30 academic hours = 18 academic hours **– with the following allocation**		
Presence/ Contacts (Lectures) 7 hours / 39%	**Individual work / Self work** 5 hours/ 28%	**Tasks/ Group work** (lab, practical) 6 hours / 33%

6.1. Subtopic description

Code	**Subtopic title:**
Subtopic 3	Advanced statistical methods

6.2. Subtopic design

Learning outcomes

What knowledge and skills must be acquired to achieve the learning goals of the module?
What competencies will they help to acquire?

Competence 1 (C1): PhD students are able to critically analyze and evaluate modern scientific achievements, generate new ideas in solving research and practical problems, including in interdisciplinary areas.
Knowledge 1 (C1K1): Knowledge of the methods of scientific knowledge, including statistical methods, as well as approaches statistical calculations using software.
Skill 1 (C1S1): PhD students are able to identify and describe patterns of professional development, modeling and forecasting the consequences of the identified patterns.

Competence 2 (C2): PhD students are able to independently carry out research in the relevant professional field using modern methods of statistics ICT.
Knowledge 2 (C2K2): Knowledge of the main sources and methods of searching for scientific information in the relevant professional field.
Skill 2 (C2S2): PhD students are able to apply modern statistical methods, tools and technologies of research and project activities in certain areas of science and professional activity.

Content

Which professional, methodological, practical and interdisciplinary contents are covered with the sub-topic?

The methodological content consists in acquiring the skills of identifying and describing patterns of development of professional activity, modeling and predicting
consequences of the identified patterns
The practical content consists of the ability to use methods of collection, processing, systematization and generalization of mass information about the state and development of processes and phenomena in practical applied tasks
General professional content consists in the ability to collect, select and use the necessary data and effectively apply statistical methods for their analysis in the professional field

Content:
1. Introduction to modern methods of organizing centralized and distributed databases (including spatial, temporal, streaming and highly available).
2. Modern methods of organizing mass parallel data processing.
3. Modern models of knowledge representation.
4. Modern statistical data analysis methods.

Teaching/Learning forms

Lecture, lecture with exercises

Teaching/Learning methods

Lecture, computer exercises, individual/group work

Literature, hardware, software

Literature sources:

1. Arthur S. Goldberger. A Course in Econometrics. Harvard University Press, 1991,
2. Greene W.H. Econometric Analysis. Prentice Hall int. 2000.
3. Date C.J. Introduction to Database Systems – Moscow: Williams, 2006. – 1328 p.
4. M. Tamer Özsu, Patrick Valduriez Principles of Distributed Database Systems. Springer. 4th ed. 2020
5. Ozzu M. Tamer, Valduriz Patrick. Distributed and Parallel Database Systems. - Moscow, 2009.

Additional literature:

1. Daniela Whitton, Gareth James, Robert Tibshirani, Trevor Hasti. An introduction to statistical learning with examples in R. Springer. 2013
https://www.litres.ru/garet-dzheyms/
2. A. Nasledov "IBM SPSS Statistics 20 and AMOS: Professional Statistical Data Analysis". LLC "Liters", 2013
http://bookash.pro/ru/book/99518/IBM-SPSS-Statistics-20-i-AMOS-professionalnyi-statisticheskii-analiz-dannyh-andrei-nasledov
3. Petrov A. Database Internals: A Deep Dive into How Distributed Data Systems Work. O'Reilly. 2019
4. Martin Kleppmann Designing Data-Intensive Applications: The Big Ideas Behind Reliable, Scalable, and Maintainable Systems. 2017
5. Maarten van Steen, Andrew S. Tanenbaum Distributed Systems 3.01 Edition. 2017
Carlos Coronel, Steven Morris Database Systems: Design, Implementation, & Management. 13th Edition. 2019

Other

Computers, laptops, webcam, microphone, projector, SPSS software

6.3. Subtopic organization

subtopic 3				
ECTS-Points 0,8	**Semester week hours** 2,4 hours per trimester 1,6 hours per semester	**Grouping/** Yes/**No**	**Reccommended study semester** 1	**Langrage** Russian, Kasakh, English
Workload 0,8 ECTS x 30 academic hours = 24 academic hours, **with the following allocation**				
Presence/ Contacts (Lectures) 8 hours / 33,3%		**Individual work / Self work** 6 hours / 25%		**Tasks/ Group work** (lab, practical) 10 hours / 41,7%

6.1. Subtopic description

Code	Title of the subtopic
Subtopic 4	Target group oriented presentations (posters, ppt)

6.2. Subtopic design

Learning outcomes
What knowledge and skills do you need to acquire to achieve the learning objectives of the module?
What competencies will they help to acquire?

Competence 1 (C1): PhD students are able to present and visualize scientific research data at different levels of a research cycle for a target group.
Knowledge 1 (C1K1): PhD students know the methods for identifying target groups for scientific presentations.
Knowledge 2 (C1K2): PhD students know how to realize the setting of an objective and the logic of a presentation and how to identify a structure and a plan of the presentation.
Skill 1 (C1S1): PhD students are able to elaborate a plan, structure and design of a presentation and to evaluate its effectiveness.
Skill 2 (C1S2): PhD students are able to handle the methods and techniques of elaboration and visualization of a presentation.

Content
What professional, methodological, practical and interdisciplinary content is covered by the subtopic?

Professional content consists in the development of professional knowledge and skills in the preparation and presentation of a scientific text, the features of effective visualization of a scientific article and theses of the report.
The methodological content consists in identifying training methods, visual presentation and target group definition.
The practical content implies obtaining practical skills in preparing presentations and posters, drawing up a structure and a plan, mastering modern and alternative technical means and materials.
Interdisciplinary content consists in obtaining skills for preparing a good presentation, which are aimed at understanding and using the acquired knowledge in solving problems of science, engineering and technology based on the integration of knowledge acquired in the course of studying related disciplines.

Content:
1. Preparing a presentation
2. Structure and plan of a presenattion.
3. Criteria of a well-done presentation.
4. Situational control of a presentation.
5. Style of a presentation.
6. Technical maintenance of a presentation.

Teaching/Learning forms
Lecture, lecture with exercises.

Teaching/Learning methods
Lecture, exercises, group work, presentations.

Literature/ learning materials
Literary sources:
1. Carmine Gallo Talk Like TED: The 9 Public-Speaking Secrets of the World's Top // St. Martin's Griffin; Reprint edition, USA, 2015. - 288 p.
2. Rebrik S.B. Presentation: 10 lessons // EKSMO, Moskow, 2004. – 200 p.
3. Garr Reynolds Presentation Zen: Simple Ideas on Presentation Design and Delivery // Nw Rldra Pub2007, USA, 2008. – 320 p.
Literary sources:
Laptop, webcam, microphone, projector
Necessary software
Microsoft 365, MindMap, Adobe

Other
online training, invited experts

6.3. Subtopic organization

ECTS Points	Contact hours per week	Grouping	Recommended study semester	Language
0,6	1	No	2	Russian, Kasakh, English

Workload
0,6 ECTS x 30 academic hours = 18 academic hours **– with the following allocation**

Presence/ Contacts (Lectures)	**Individual work / Self work**	**Tasks/ Group work** (lab, practical)
4 hours / 22,2 %	6 hours/ 33,3%	8 hours / 44,5%

6.1. Subtopic description

Code	**Subtopic title**
Subtopic 5	Writing grant proposal

6.2. Subtopic design

Learning outcomes

What knowledge and skills must be acquired to achieve the learning goals of the module?
What competencies will they help to acquire?

Competence 1 (C1): To be qualified for the development of a national or international scientific grant.
Knowledge 1 (C1K1): Knowledge of the specifics of financing and conducting research within the framework of the work of state and other targeted programs.
Skill 1 (C1S1): Be able to analyze and compare the types of competitions for financing fundamental and applied scientific projects in order to develop strategies, tactics and identify key points in the preparation of a grant application.

Competence 2 (C2): Have the ability to write, organize and implement grant activities in order to solve modern problems of science and education. To develop skills in compiling, and supporting a grant application of an educational organization.
Knowledge 1 (C2K1): Know how to define the key sections and requirements of the tender documentation, the main stages of participation in the competition and preparation of the application.
Skill 1 (C2S1): Be able to write and apply for a grant and documents for it.

Content

What professional, methodological, practical and interdisciplinary content is covered by the subtopic?

Methodological and theoretical content means that national and international methodologies should be mastered for the development and execution of scientific research.
Practical content implies the ability to independently develop, analyze and submit a national or international grant.
General professional/ interdisciplinary means that students have the ability to organize and carry out international grant activities taking into account modern problems of science and education in solving professional problems.

Content:
1 Purpose and stages of application writing.
2 Find and select funding sources for a grant application.
3 Principles for writing grant applications.
4 Principle of successful application of the grant.
5 Command generation principle.
6 Criteria for evaluating the application of the project.
7 Opportunities to organize support for research in Kazakhstan/Russia

Teaching/Learning forms

Lecture, lecture with exercises, project

Teaching/Learning methods

Lecture, exercises, individual/group work, computer exercises

Literature/ learning materials
Literary sources:

1. E.M. Deeva, V.G. Tronin. Preparation Methodology and Procedure for Writing Grant Application/Methodological Guidelines. Ylianovsk: ULGTY, 2012. – 125 p.
2. V.N. Kovalenko Typical errors in grant applications / Person. Community. Management, 2004 – Electronic resource https://cyberleninka.ru/article/v/tipichnye-oshibki-v-grantovyh-zayavkah
3. A.O. Vylegzhanina Project development [Electronic resource]: tutorial/A.O. Vylegzhanina. - Tyumen: TyumSU, 2014. - 290 s.

Aditional literature:

4. D.I. Rrovalinskii Grants - Development Paths: Domestic and Foreign Experience - Electronic Resource-CyberLeninka: https://cyberleninka.ru/article/n/granty-puti-razvitiya-otechestvennyy-i-zarubezhnyy-opyt
5. How to write grant applications? // http://prof.msu.ru/publ/book3/5_1.htm
6. How to write grant applications // http://trainet.org/books/view/49
7. Grant Writing Manuals // http://rcq.ru
8. How to write grant requests and reports // http://pgsga.ru/science/grants/otchet/
9. How to make a right grant application // http://reshma.nov.ru/doc/grant.htm
10. How to write a grant application // http://www.yabloko.ru/Themes/Business/analitica/project/1/zayavka.htm

Other

online training, visits, invited experts

6.3. Subtopic organization

<table>
<tr><td colspan="5">subtopic 5</td></tr>
<tr><td>ECTS-Points
0,6</td><td>Semester week hours
e.g. 4</td><td>Grouping/
Yes/No</td><td>Reccommended study semester
2</td><td>Langrage
Russian, Kasakh, English</td></tr>
<tr><td colspan="5">Workload
0,6 ECTS x 30 academic hours = 18 academic hours, with the following allocation</td></tr>
<tr><td colspan="2">Presence/ Contacts (Lectures)
7 hours / 38,9%</td><td colspan="2">Individual work / Self work
3 hours / 16,7%</td><td>Tasks/ Group work (lab, practical)
8 hours / 44,4%</td></tr>
</table>

6.1. Subtopic description

Code	Subtopic title
Subtopic 6	Project management and time management

6.2. Subtopic design

Learning outcomes

What knowledge and skills must be acquired to achieve the learning goals of the module?

What competencies will they help to acquire?

Competence 1 (C1): PhD students are able to understand the classification of project management stages, analyze and evaluate new market opportunities for the formulation and implementation of project ideas.
Knowledge 1 (C1K1): PhD students know the concept, classification, methods, tasks and stages of project management. Assess the viability and financial feasibility of the project. Evaluation of the effectiveness of the project.
Skill 1 (C1S1): PhD students are able to determine the mission, project goals and use, evaluate the investment qualities of individual financial instruments and select the most effective ones for project and time management, and organize effective project completion.

Competence 2 (C2): PhD students are able to use project and time management tools at various stages of the project life cycle, to make a qualitative and quantitative assessment of project risks, to determine the effectiveness of the project.
Knowledge 1 (C2K1): PhD students know the methods and tools for structuring projects, how to work with national and international standards in the field of project management
Skill 1 (C2S1): PhD students are able to evaluate project performance based on risk and uncertainty factors, develop project estimates and budgets, master methods of analysis, assessment and risk management, work in the MS Project program.

Content

What professional, methodological, practical and interdisciplinary content is covered by the sub-topic?

Methodological and theoretical means that the methods of project management and time management for building, making decisions and evaluating time management processes should be mastered.
Practical - is the ability to assess the effectiveness of the project based on risk and uncertainty factors, develop project estimates and budgets, master methods of analysis, assessment and risk management, work in the MS Project program.
General Professional/ Interdisciplinary –
The interdisciplinary nature of the module involves the simultaneous development of content at the following levels:
- methodological — the use of tools from various disciplines, so that the results obtained contribute to evaluate project performance.
- organizational — ensuring the interaction of researchers to discuss the results, involving representatives of related disciplines.
- informational-ensuring the translation of applied results of interdisciplinary research into the plane of practical decision-making, presentation of their own scientific results to the scientific community.

Content:

1. Pre-investment stages of the project.
2. Development of the organizational structure.
3. Management: costs, risks, etc.
4. Modern time management tools and strategies.

Teaching/Learning forms

Lecture, lecture with exercises, project

Teaching/Learning methods

lectures, exercises, individual/group work, case analysis, project work

Literature/ learning materials

Literary sources:

1. Gleb Alekseevich, Sergey Vladimirovich.2016. Time-management. Full course: PhD study course /. - Moscow: Alpina publisher LLC, 2016. Ps 311. ISBN 9785961418811;
2. Griffin, R. U. Management [text] / R. U. Griffin; translated by Abdullina G.A, Abisheva Zh.T., Ismagulova AS [etc.] .- 12th ed.- Almaty: National Translation Bureau, 2018.ps 768. (Ruhani zhangyru. New humanitarian knowledge. 100 new textbooks in the Kazakh language);
3. Project Management Institute. A Guide to the project management body of knowledge. Newtown Square, PA:, 2017. | Series: PMBOK guide |. Pages 537. ISBN: 978-1-62825-184-5;
4. Travis Holiday and Kevin Hollins. 2019.Time Management: Stop Procrastinating, To-Do List Formula - The

Ultimate Guide To Brake Your Bad Habits And Increase Your Productivity Time Management. November 12th 2019. Ps 221. ISBN 978-2-67325-179-6;
5. Stephen Trust. 2019. Time management. Ps 274. ISBN-13 : 978-1703380347
Available from 29.10.2020:https://www.amazon.com/Time-management-Procrastinating-self-discipline-productivity/dp/1703380347?tag=uuid10-20.

Additional literature:

1. Personal effectiveness: A textbook; postgraduate Studies. - Moscow: Alpina publisher, 2016, 218 p. Postgraduate study. - ISBN 9785961457346;
2. Wilton, N. 2019. HR-introduction to management [text] / N. Wilton; translated by. G. Abisheva, A. Bergalieva, G. Zholdasbayeva [zh.T.B.]; Public Foundation "National Translation Bureau".- 3rd head.- Almaty: National Translation Bureau, 2019. Ps. 532. (Ruhani zhangyru. New humanitarian knowledge. 100 new textbooks in the Kazakh language).
3. Gamble, J. R. R. Tolkien.E. 2019. Fundamentals of Strategic Management [text]: striving for competitive advantage / J. R. R. TolkienA. A. Thompson, E. Gamble, M. A. Peteref, A. A. Thompson; AUD. Zh.Kushebayev; public Foundation "National Translation Bureau".- Almaty: National Translation Bureau, 2019. Ps. 536. (Ruhani zhangyru. New humanitarian knowledge. 100 new textbooks in the Kazakh language).
4. Levushkina S.V. et.al. 2018. HR management in business structures: study. manual / S; Stgau. Stavropol: Sequoia, 2018.ps.168
5. Craig Jarrow.2019.Time Management Ninja: 21 Rules for More Time and Less Stress in Your Life (Manage Your Time, For Readers of Manage Your Day-to-Day or Your Best Year Ever).
Ps. 236. ISBN-13 : 978-1633538917
6. Kirsi Hyttinen. 2017. Project management handbook. Laurea University of Applied Sciences. Ps. 37. ISBN: 978-951-799-452-1
7. Balashov I.A. et.al. 2015. Project management. Moscow. Yurait. 2015. Ps. 384. ISBN 978-5-9916-4567-6.

Other
Study guides, online resources, hands-on visits, invited experts, etc.

6.3. Subtopic organization

ECTS-Points	**Semester week hours**	**Grouping/**	**Reccommended study semester**	**Langrage**
0,6	1,2	Yes/**No**	**2**	Russian, Kasakh, English

Workload
0,6 ECTS x 30 academic hours = 18 academic hours, **with the following allocation**

Presence/ Contacts (Lectures)	**Individual work / Self work**	**Tasks/ Group work** (lab, practical)
6 hours / 33,3%	8 hours / 44,5%	4 hours / 22,2%