

State educational institution
“Academy of postgraduate
education”

APPROVED
Rector of Academy
A.P. Manastyrny
17.04.2017

STATEMENT
OF INTERNATIONAL TEACHERS’ PROFESSIONAL SKILLS FESTIVAL
“KNOWLEDGE IN CO-CREATION”

1. General Terms

1.1. This Statement stipulates organization and performance order of the International teachers’ professional skills festival “Knowledge in co-creation” (further referred as festival).

1.2. The festival is held in order to disseminate effective work experience of teachers in the organization of project or research pupils’ activity in General secondary education institutions.

The main objectives of the festival are:

generalization and extension of pedagogical experience of organization project and research pupils’ activity;

stepping up of the teaching staffs activity of educational institutions for the organization of project and research pupils’ activity, identification and generalization of best practices;

improving prestige of the teacher’s profession, public recognition of the teachers contribution in the formation of the younger generation through the activity of the scientific pupils’ associations.

2. Organization and Performance of Festival

2.1. The festival is held on the basis of the State educational institution “Academy of postgraduate education” (20, Nekrasov street, Minsk, 220040 Republic of Belarus).

2.2. The festival is open to all subjects of the educational process.

2.3. Under terms of the festival it will be the presentation of pedagogical experience in the organization of project or research pupils’ activity on a competitive basis (further referred as competition).

**3. The procedure of organization and holding of the competition
at the festival**

3.1. Teaching staff having experience in the organization of project or research pupils’ activity in General secondary education institutions participate in the competition (further referred as competitor).

3.2. The competition is held in 2 stages (distance and internal).

3.2.1. To participate in the distance stage of the competition it is necessary to send an application, experience description of the organization of the project or research activity; an appendix (project or pupils' research work theses) by E-mail olimp@academy.edu.by to the festival organizing committee.

3.2.2. At the distance stage an expert estimation of the submitted materials on experience description, project or pupils' research work theses is conducted.

3.2.3. Internal stage of the competition is held as part of the festival and considers an expert assessment of

poster presentation of working experience in the organization of project or research pupils' activity;

presentation of the working experience in the organization of project or research pupils' activity;

organization of the mini-research development.

3.3. For the preparation and holding a competition the organizing committee is created (further referred as organizing committee).

3.3.1. The composition of the organizing committee is approved by the rector of the State educational institution "Academy of postgraduate education".

3.3.2. Organizing committee

provides scientifically-methodical and organizational support of the festival;

receives applications and submitted materials of the competitors, analyzes them, forms and determines the competition participants;

coordinates competition period;

forms the jury;

establishes a disputes committee;

awards winners;

provides information support of the competition.

3.4. Jury

conducts an expert estimation of the submitted materials;

conducts an assessment of teaching experience defence, creating a poster presentation, mini-research organization in accordance with established criteria (provision 5);

contributes suggestions on winners awarding to the organizing committee.

3.5. At the organizing committee a disputes committee operates.

3.5.1. Disputes committee takes decision on occurrence of conflict situations in the course of the competition.

3.5.3. The request in a disputes committee is made in writing within 2 hours after the announcement of expert evaluation results.

3.5.4. The decision of the disputes committee shall be final and not subject to appeal.

4. Requirements to perform the submitted materials and the organization of the mini research

4.1. Requirements to perform the materials on experience and application.

4.1.1. The texts are drawn:

in Microsoft Word format;

document format — A4 (portrait orientation);

font — Times New Roman, size — 14;

line spacing — 1,5; text field — 20 mm on all sides.

indentation — 1.25 cm, alignment — justified;

job title — center, bold; on the next line — surname, name, patronymic of author (authors); below — the full name of the educational institution where the author works, his position, contact phone — right alignment, italic;

volume of experience — up to 5 pages (without annexes);

application volume — up to 7 pages (project), up to 4 pages (theses);

the style of presentation is educational-scientific or scientific-publicistic;

references are made in square brackets at the end of sentence. For example: [7, 21]. Making of the literature is in accordance with bibliographic requirements.

4.1.2. The performance of the project and thesis of the pupil's research work: name of the work, name and surname of the pupil, form, and also surname, name, patronymic name of the scientific supervisor, his (her) position, full name of the educational institution. Further, the text is performed in accordance with provision 4.1.1.

4.2. Requirements for poster presentation.

4.2.1. Materials for the demonstration is required to perform in a 10 portrait orientation sheets A4, font — Times, Axial, Palatino, Optima, Avant Garde, height — 5 mm. Photographs and drawings (the recommended size is at least 10*15) should be clear, to have information about the object, its features; explanatory inscriptions should be placed below figures and photographs; tables, charts, graphs should not duplicate each other, names above the table, below the graph and chart are compulsory.

Visibility of the poster presentation should be considered: a cursory review of the stand needs to create a view on the theme and nature of the performed work. The ratio of illustrations (photographs, charts, graphs, flowcharts, etc.) and text material set in approximately 1:1. The text should be written with font freely readable from a distance of 50 cm. Amount of information should allow you to fully understand your stand for 1-2 minutes.

4.2.2. To embed a poster presentation a competitor will be given a stand and a demonstration table. The stand consists of three parts: 2 side parts

can accommodate 4 sheets of A-4 format and a central part accommodates 6 sheets of A-4 format.

4.3. Requirements for protection of experience description.

During the protection a competitor have to show the ability to build their ideas clearly, openly, logically and briefly based on the prepared illustrative material (presentation). Speaking time is 5 minutes.

4.4. Requirements for the development of miniresearch.

The competitor organizes a mini-research in a group. Participants in the group interaction are the pupils of 8-10 forms or participants of the festival. The topic of a mini-research is defined in the draw procedure. 2 hours is given for doing all the mini-research. The competitor has to show the ability to organize work of a group to conduct mini-research.

5. The evaluation criteria and the results of the contest

5.1. Expert evaluation of the experience description.

5.1.1. The jury evaluates an experience description on the following criteria:

- scientific and practical significance of the work;
- clarity of the problem field definition;
- relevance of the topic to its content;
- completeness of the topic;
- focus on the development of culture project (research) activity;
- compliance of the work performance with the requirements (p.4).

5.1.2. The maximum number of points is 24.

5.2. Expert evaluation of the project.

5.2.1. The project is estimated according to the following criteria:

- practical significance of the work;
- coherence of the goal, objectives, content and conclusions of the work;
- completeness of the subject; literacy, logic and accessibility of presentation;
- compliance of work performance with the requirements (p. 4).

5.2.2. The maximum number of points is 16.

5.3. Expert evaluation of the pupil's thesis work of research.

5.3.1. Theses of work are evaluated on the following criteria:

- relevance and practical significance;
- coherence of the goal, objectives and content of the work;
- specification and validity of conclusions for each objective;
- compliance with the theses requirements (p. 4).

5.3.2. The maximum number of points is 16.

5.4. Expert evaluation of poster presentation.

5.4.1. Poster presentation is evaluated by the following criteria:

- visual material;
- a complete view of the subject and nature of the work;

optimal presentation of the material.

5.4.2. The maximum number of points is 12.

5.5. Expert assessment of work experience defence.

5.5.1. Defence of work experience is evaluated according to the criteria:
 competence of the author in the research problem;
 clarity and consistency of material presentation;
 fluent special terminology;
 erudition of the author (knowledge of basic principles in the chosen field of knowledge);
 quality of the presentation;
 public speaking culture.

5.5.2. The maximum number of points is 24.

5.6. Expert evaluation of the mini-research organization.

5.6.1. 10 (ten) competitioners with the highest number of points for 4 nominations are allowed to participate in conducting a mini-research.

5.6.2. Organization of mini-research is evaluated according to the following criteria:

possession of tutor competencies (the ability to engage in research activity; to create conditions for the organization of mini-research; assist in the selection of the special scientific-methodical literature; provide feedback, if it is necessary to make adjustments; ensure coordination of all participants in the mini-research);

formation of communicative skills: abilities to establish contacts with research participants, properly allocate roles between participants of group interaction, organize the work of the group;

performance (total assessment of the conducted mini-research);

presentation of the mini-research;

defence of the mini-research;

originality of the mini-research.

5.6.3. The maximum number of points is 24.

5.7. Each criterion is scored on a scale:

manifested in full – 4 points;

is manifested not in full – 3 points;

manifested sporadically – 2 points;

appears without justification – 1 point.

6. The results of the competition

6.1. The place which was taken by a competitioner in the overall standing, is determined by the sum of points gained in 5 categories.

6.2. The winners are awarded with diplomas and valuable gifts.

6.3. All competitioners will receive a certificate of participation.

7. The funding of the festival and awarding of winners

7.1. The organization which directs a participant to these activities finances his participation.

7.2. The amount of the registration fee shall be determined in accordance with the calculation.

7.3. Financing of the festival can attract sponsor's means.

7.4. Rewarding of competition winners is implemented by means of registration fee of festival's participants and sponsor's means.