MUKHAMEDZHAN TYNYSHBAYEV ALT UNIVERSITY JSC

APPROVED
by Resolution of the Academic Council
No. 1 dated 24 September 2026

WORK PLAN
of the Rectorate
Mukhamedzhan Tynyshpayev ALT University JSC
for the 2026–2027 Academic Year

Almaty, 2026

Rectorate Work Plan

Date	Events, Activities and Key Matters	Persons Responsible for Implementation	Structural Unit Preparing the Matter	Expected Result
1	**2**	**3**	**4**	**5**
1st meeting				
September 2026	1. Approval of the work plans of the University's structural units for the 2026–2027 academic year	Management Board Members	Management Board Members	Approved work plans
	2. Approval of the KPIs of the University's managers and employees for Quarter I of the 2026–2027 academic year, including target values and monitoring timelines	Shatyrbekov E.K.	Director of DSR	Approved KPIs and monitoring schedule
	3. Readiness of academic and methodological documentation: approval of syllabi and individual plans of the teaching staff for Semester I of the 2026–2027 academic year	Balazhanova K.M.	Director of DAPK	Analytical brief, draft resolution
	4. Readiness of the University for the start of the 2026–2027 academic year: staffing, timetable, classrooms, dormitories, safety and digital infrastructure	Management Board Members	Management Board Members and Heads of Structural Units	Readiness certificate, list of instructions
	5. Student attendance by year of study and academic programme: at-risk groups, reasons for absences and response measures	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Analytical brief, list of measures

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	6. Relevance and effectiveness of the AutoTimetable system: accuracy of timetable generation, accounting for teaching workload and classroom capacity, and elimination of identified discrepancies	Abdreshov Sh.A., Balazhanova K.M.	Vice-Rector for Academic Affairs, DAPK	Analytical brief, corrective action plan
	7. Other matters 7.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
2nd meeting				
October 2026	1. Results of KPI performance for the 2025–2026 academic year and corrective measures for the 2026–2027 academic year	Shatyrbekov E.K.	Director of KSR	Information, presentation
	2. Results of student admissions for the 2026–2027 academic year by academic programme, level of study and source of funding	Imangaliyev D.M.	Managing Director for Marketing	Information, presentation
	3. Analysis of the student body for the 2026–2027 academic year, including transferred, reinstated and international students	Yerbosynova A.S.	Director of the Registrar's Office	Report, presentation
	4. Organisation of dual education elements at partner enterprises: list of academic programmes, students and	Balazhanova K.M. Sultanguzhiyeva A.Zh. Directors	DAPK, Career Development Department,	Approved list of training sites and

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	mentors, and workplace training schedules		Schools	implementation schedule
	5. Other matters			
3rd meeting				
October 2026	1. Implementation of the University's roadmap for the QS World University Rankings indicators and measures to improve its position	Sergazin G.K.	Vice-Rector for Research and International Affairs	Information, presentation
	2. Monitoring of student attendance and academic engagement: at-risk groups, reasons for absences and response measures	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	3. Results of monitoring the quality of classes and compliance with the timetable	Balazhanova K.M.	Director of DAPK	Information
	4. Student engagement in student clubs, volunteer, sports and community projects	Mahanbet B.S.	Director of DVSR	Information, presentation
	5. Approval of the marketing and career guidance strategy for admissions for the 2027–2028 academic year	Imangaliyev D.M.	Managing Director for Marketing	Report, information
	6. Status of institutional and specialised accreditation of academic programmes and the preparation plan for external audits	Abdreshov Sh.A. Balazhanova K.M.	Vice-Rector for Academic Affairs, Department of Academic Policy and Quality	Roadmap, draft resolution

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	7. Organisation of post-accreditation monitoring of academic programmes: implementation of external expert panel recommendations and preparation of supporting materials	Abdreshov Sh.A. Balazhanova K.M.	Vice-Rector for Academic Affairs, Department of Academic Policy and Quality	Report on implementation of recommendations, action plan
	8. Readiness of self-evaluation reports for specialised accreditation of academic programmes in Semester I of the 2026–2027 academic year	Abdreshov Sh.A. Balazhanova K.M. Heads of Departments	Vice-Rector for Academic Affairs, DAPK, schools and academic programme leaders	Completed self-evaluation reports and package of supporting documents
	9. Other matters 9.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
4th meeting				
November 2026	1. Analysis of student attendance and current academic performance by year and mode of study following the first midterm assessment	Balazhanova K.M.	Director of DAPK	Information, presentation
	2. Analysis of at-risk students, transfers and dismissals: reasons, preventive measures and personal accountability of units	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	3. Student accounts receivable by school and academic programme, measures taken and the status of budget request preparation	Murzakanova L.A.	Chief Financial Officer	Information

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	4. Quality and safety of student accommodation in dormitories: occupancy, sanitary conditions, access control and feedback	Ivanov A.A. Bolatbekov U.	Vice-Rector for Corporate and Social Development Head of Security Service	Analytical brief, action plan
	5. Other matters			
5th meeting				
November 2026	1. Activities of the Academic Integrity League, the University's obligations as a League member, and approval of the Roadmap for implementing academic integrity principles	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Presentation, Roadmap
	2. Timetable violations by teaching staff and student absences: reasons, measures taken and proposals to prevent recurrence	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	3. Implementation of the research activity plan, publication activity and preparation of grant funding applications	Sergazin G.K.	Vice-Rector for Research and International Affairs	Report, roadmap
	4. Other matters 4.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
6th meeting				

Date	Events, Activities and Key Matters	Persons Responsible for Implementation	Structural Unit Preparing the Matter	Expected Result
December 2026	1. Trends in student attendance and current academic performance by year and mode of study	Balazhanova K.M.	Director of DAPK	Information, presentation
	2. Timetable violations by teaching staff and student absences: reasons, measures taken and proposals to prevent recurrence	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	3. Interim results of the roadmap for QS WUR indicators	Sarina A.A.	Director of DMS	Information, presentation
	4. Readiness for the winter examination session: timetable, proctoring, appeals and compliance with academic integrity	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Readiness certificate, draft resolution
	5. Results of international cooperation and academic mobility for the autumn semester	Sergazin G.K.	Department of International Cooperation	Report, action plan
	6. Other matters			
7th meeting				
December 2026	1. Results of monitoring student attendance and academic performance for the autumn semester	Balazhanova K.M.	Director of DAPK	Information, presentation
	2. Results of monitoring timetable compliance and teaching workload for the autumn semester	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	3. Trends in QS academic and employer reputation, the expert engagement plan and supporting materials	Sarina A.A.	Director of DMS	Information, report

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	4. Other matters 4.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
8th meeting				
January 2027	1. Preparation of ALT University data for participation in national and international rankings	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Information, presentation
	2. Approval of the KPIs of the University's managers and employees for Quarter II of the 2026–2027 academic year, including target values and monitoring timelines	Shatyrbekov E.K.	Director of DSR	Approved KPIs and monitoring schedule
	3. Readiness of academic and methodological documentation and approval of syllabi for Semester II of the 2026–2027 academic year	Balazhanova K.M.	Director of DAPK	Analytical brief, draft resolution
	4. Readiness of the University for the start of Semester II of the 2026–2027 academic year: staffing, timetable and classrooms	Management Board Members	Management Board Members and Heads of Structural Units	Readiness certificate, list of instructions
	5. Relevance and effectiveness of the AutoTimetable system for Semester II: accuracy of timetable generation, accounting for teaching workload and	Abdreshov Sh.A., Balazhanova K.M.	Vice-Rector for Academic Affairs, Director of DAPK	Analytical brief, corrective action plan

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	classroom capacity, and elimination of identified discrepancies			
	6. Analysis of the student body following Semester I of the 2026–2027 academic year	Yerbosynova M.S.	Director of the Registrar's Office	Report, presentation
	5. Other matters			
9th meeting				
January 2027	1. Analysis of teaching process violations by teaching staff and implementation of the corrective measures adopted	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Information, presentation
	2. Implementation of the University's roadmap for the QS World University Rankings indicators and measures to improve its position	Sergazin G.K.	Vice-Rector for Research and International Affairs	Information, presentation
	3. Results of employer engagement, organisation of job fairs and graduate employment	Sultanguzhiyeva A.Zh.	Head of the Career Development Department	Report, presentation
	4. Implementation of Rectorate decisions for the first half of the 2026–2027 academic year and the state of executive discipline	Smadiyarov Zh.I.	Chief of Staff	Consolidated report, list of instructions
	5. Other matters 5.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report

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10th meeting				
February 2027	1. Results of the winter examination session: academic performance, academic arrears, appeals and student support measures	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Information, presentation
	2. Correct use of QR codes and reliability of digital student attendance records	Tazhenov Sh.O.	Director of DIT	Information, presentation
	3. Formation and verification of the database of QS academic and industry experts	Sarina A.A.	Director of DMS	Report, presentation
	4. State of labour and executive discipline and measures to eliminate identified violations	Bolatbekov U.N.	Head of Security Service	Information, presentation
	5. Other matters			
11th meeting				
	1. Quality of electronic document management in the Documentolog system: overdue documents, approval routes and performance monitoring	Yerbosynova M.S.	Chief Expert of the Records Office	Information
	2. State of the University's digital infrastructure: internet access in academic buildings and dormitories, the	Tazhenov Sh.O.	Director of DIT	Information

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February 2027	Platonus information system, licensed software and service support			
	3. Information on labour and executive discipline	Bolatbekov U.N.	Head of Security Service	Information, presentation
	4. State of information security, personal data protection and backup of the University's information systems	Tazhenov Sh.O.	Director of DIT	Risk report, action plan
	5. Other matters 5.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
12th meeting				
March 2027	1. Progress of the 2027–2028 admissions campaign: career guidance activities and the schedule of regional visits across the Republic of Kazakhstan	Imangaliyev D.M.	Managing Director for Marketing	Presentation
	2. Results of resolving concerns regarding internet quality in the main academic building and dormitories	Tazhenov Sh.O.	Director of DIT	Information, presentation
	3. Information on labour and executive discipline	Bolatbekov U.N.	Head of Security Service	Information, presentation
13th meeting				

Date	Events, Activities and Key Matters	Persons Responsible for Implementation	Structural Unit Preparing the Matter	Expected Result
March 2027	1. Approval of the media plan and admissions targets for the 2027–2028 academic year by academic programme group	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, report
	2. Results of engagement with QS academic and industry experts	Sarina A.A.	Director of DMS	Report
	3. Other matters 3.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
14th meeting				
April 2027	1. Results of digital monitoring of classes delivered by teaching staff by school and academic programme	Balazhanova K.M.	Director of DAPK	Presentation, information
	2. Approval of the KPIs of the University's managers and employees for Quarter III of the 2026–2027 academic year, including target values and monitoring timelines	Shatyrbekov E.K.	Director of DSR	Approved KPIs and monitoring schedule
	2. Preparation plan for the 2027–2028 academic year: student body, teaching workload, teaching staff, timetable, classrooms and academic and methodological support	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Presentation, report

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	3. Formation of the teaching workload and staffing of academic programmes for the 2027–2028 academic year	Abdreshov Sh.A.	Vice-Rector for Academic Affairs, schools	Preliminary workload calculation, staffing plan
	4. Other matters			
15th meeting				
April 2027	1. Results of monitoring engagement with QS academic and industry experts and compliance with ranking methodology requirements	Sarina A.A.	Director of DMS	Report, presentation
	2. Trends in student attendance and current academic performance following the second midterm assessment	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	3. Analysis of deviations identified through digital monitoring of teaching staff classes and implementation of corrective measures by school	Yerbosynova A.S.	Director of the Registrar's Office	Information, presentation
	4. Other matters			
16th meeting				
April 2027	1. Approval of the schedule for updating and entering academic programmes in the Register of Academic Programmes of the Ministry of Science and Higher Education of the Republic of Kazakhstan	Balazhanova K.M.	Director of DAPK	Approved schedule, draft resolution
	2. Results of educational and cultural events during the spring semester, including Nauryz celebrations	Mahanbet B.S.	Director of DVSR	Information, presentation

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	3. Other matters 3.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
17th meeting				
May 2027	1. Results of monitoring student attendance and teaching staff timetable compliance for the spring semester	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	2. Results of monitoring labour and executive discipline among University employees	Smadiyarov Zh.I.	Chief of Staff	Information, presentation
	3. Other matters			
18th meeting				
May 2027	1. Final trends in student attendance and academic performance for the 2026–2027 academic year	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation
	2. Results of job fairs, graduate employment and employer engagement	Sultanguzhiyeva A.Zh.	Head of the Career Development Department	Report, presentation
	3. Other matters			
19th meeting				
	1. Implementation of the teaching staff professional development plan by	Toigozhinova A.Zh., Suleyeva N.Z., Aikumbekov M.N.	Directors of the Schools of Technology, Business and Engineering	Information, presentation

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	school, field of study and academic programme requirements			
May 2027	2. Readiness for final attestation: commission membership, student eligibility, schedules, academic integrity and organisational risks	Balazhanova K.M.	Director of DAPK	Information, presentation
	3. Readiness of University facilities for summer repairs and the new academic year, including accessibility and fire safety	Ivanov A.A.	Administrative and Facilities Units	Defect reports, work schedule
	4. Other matters 4.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report
20th meeting				
June 2027	1. Readiness of applications for grant and programme-targeted research funding competitions	Sergazin G.K.	Vice-Rector for Research and International Affairs	Information
	2. Development and updating of academic programmes with due regard to sectoral qualifications frameworks, professional standards and employer proposals	Balazhanova K.M.	Director of DAPK	Information
	3. Results of implementation of the teaching staff's individual work plans for the 2026–2027 academic year	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Report, information

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	4. Other matters			
21st meeting				
June 2027	1. Reports of structural units on implementation of work plans and KPIs for the 2026–2027 academic year	Abdreshov Sh.A.	Vice-Rector for Academic Affairs	Report, information
	2. Progress of admissions and readiness of the Institute of Military Affairs for the 2027–2028 academic year	Ishanov E.Kh.	Head of the Military Department	Information, presentation
	3. Preliminary results of the admissions campaign for the 2027–2028 academic year and achievement of admissions targets	Imangaliyev D.M.	Managing Director for Marketing, Admissions Committee	Analytical brief, corrective measures
	4. Other matters			
22nd meeting				
June 2027	1. Results of the 2026–2027 state final attestation of students and implementation of the attestation commissions' recommendations	Balazhanova K.M.	Director of DAPK	Information, presentation
	2. Readiness of documents and organisational arrangements for the presentation of diplomas to graduates	Yerbosynova A.S.	Director of the Registrar's Office	Information, presentation
	3. Results of the work of departments, schools and other structural units for the 2026–2027 academic year	Management Board Members, Toigozhinova A.Zh., Suleyeva N.Z.,	Management Board Members and Directors of the Schools of Technology, Business and Engineering	Report, presentation

Date	Events, Activities and Key Matters	Persons Responsible for Implementation	Structural Unit Preparing the Matter	Expected Result
		Aikumbekov M.N.		
	4. Results of financial and economic activities for the academic year and preparation of the budget for the new academic year	Dautpayeva A.B.	Chief Accountant	Information
	5. Approval of the priority plan for preparing the University for the 2027–2028 academic year	Management Board Members	Management Board Members and Heads of Structural Units	Action plan, control deadlines
	6. Other matters 6.1. Executive discipline: timely registration, processing and closure of documents in the Documentolog system	Yerbosynova M.S.	Chief Expert of the Records Office	Information, report