



**APPROVED**  
**Pro-rector for AA**  
**M. S. Zharmagambetova**  
 \_\_\_\_\_ 2024

**WORK PLAN**  
**Educational and Methodological Council (EMC)**  
**IS «Mukhametzhan Tynysbbaev ALT University» for the 2024-25 academic year**

№	The questions under consideration	Data	Responsible
1	2	3	4
1	1. Approval of the composition and Work Plan of the EMC for the 2024-25 academic year.	september, 2024	Chairman of the EMC
	2. Approval of Work Plans of the EMC Committees: 1) «Development, monitoring and control of educational programs»; 2) «Formation and monitoring of the EEMCD»; 3) «Monitoring the conduct of midterm and final certification»; 4) «Planning and publishing of educational and methodological literature»		Chairmen of the EMC Committees
	3. Approval of the Work Plans of the EMB Institutes' QAC for the 2024-25 academic year		Chairmen of the EMB Institutes' QAC
	4. Approval of the Work Plan of the School of Young Teachers for the 2024-25 academic year		Head of the School of Young Teachers
	5. Preparation for specialized accreditation for the ED - 8D07158 AC, 8D07160 EI		Director IEDT, heads of departments «E», «AC»
	6. Organization and holding of educational and methodological conferences, seminars, round tables on the introduction of new forms of organizing the educational process, innovative teaching technologies in the 2024-25 academic year		Directors of institutes, heads of departments
	7. Different		

2	1. Analysis of existing educational programs, relevance of educational program implementation. Development of new educational programs. Updating educational programs in the Register of the EHEA.	november, 2024	Director of DAPK, Chairman of the Committee "Development, Monitoring and Control of Educational Programs"
	2. Organization of the educational process in dual education and with elements of dual education		Heads of Graduating Departments
	3. Approval of forms for conducting the State examination in the discipline "History of Kazakhstan"		Head of the OAPK, Chairman of the Committee "Monitoring the conduct of intermediate and final certification"
	4. Approval of forms of examinations during the period of midterm certification		Head of the OAPK, Chairman of the Committee "Monitoring the conduct of midterm and final certification"
	5. Approval of the list of questions and tasks, examination tickets for submission to the comprehensive certification exam		Heads of departments, Chairman of the Committee "Monitoring the conduct of midterm and final certification"
	6. On the progress of preparations for the competition "Best University Teacher"		Directors of institutes, heads of departments
	7. Approval of topics for diploma theses and individual assignments		Heads of departments
	8. UML statement		Chairman of the Committee "Planning and Publishing of UML"
3	1. Analysis of the implementation of the schedules of the innovative week of departments "Organization of the educational process using innovative teaching methods", master classes, the work of the standing commission for checking the quality of classes, the monitoring group, academic committees on quality for the 1st semester of the 2024-25 academic year.	january, 2025	Head of OAPCC, head. departments
	2. Preparation for specialized accreditation in EP- 6B 06116 IS, - 6B 06118 SE, 6B 07137 RSE, 7M 07145 RS R (1,5)		Directors of institutes IEDT, ITE
	3. On the implementation of the thematic plan for the publication of UML for the first semester of the 2024-25 academic year		Chairman of the Committee "Planning and Publishing of EML"
	4. About the work of the School of Young Teachers		Head of the School of Young Teachers

	5. On the work of the committees "Development, monitoring and control of educational programs", "Formation and monitoring of the EEMCD"		Chairmen of the committees "Development, monitoring and control of educational programs", "Formation and monitoring of the EEMCD"
	6. On the completeness of the University library fund with educational and methodological literature on educational programs in accordance with the KBT		Director of the Library Information Center
	7. UML statement		Chairman of the Committee "Planning and Publishing of UML"
	8. Different		
4	1. Report of the chairmen of the AQ on the final certification of students	march, 2025	Director of DAPQ
2. Approval of new educational programs for the 2024-25 academic year	Directors of institutes, heads of departments		
3. Analysis of the quality of the EEMCD educational programs and loading into the AIC PLATONUS	Head of the OAPCC, Chairman of the Committee "Formation and Monitoring of the EEMCD"		
4. Preparation for the intra-university educational and methodological conference (April) on the topic: "Current problems of the modern educational process within the framework of the implementation of the Concept for the Development of Higher Education and Science in the Republic of Kazakhstan for 2023-29.	Head of the OAPCC, directors of institutes, heads of departments		
5. On the comprehensive inspection of institutes and departments in accordance with WI-ALT-07 "Regulations on the comprehensive inspection of institutes and departments"	Head of the OAPCC, directors of institutes, heads of departments		
6. On the implementation of the thematic plan for the publication of EML for the 2nd semester of the 2024-25 academic year	Chairman of the Committee "Planning and Publishing of EML"		
7. On the work of the committees "Planning and publishing educational and methodological literature", "Monitoring the conduct of midterm and final certification"	Chairman of the Committees "Planning and Publishing of EML", "Monitoring the conduct of midterm and final certification"		

	8. EML statement		Chairman of the Committee "Planning and Publishing of EML"
5	1. Approval of reports of the QAC of the EMB institutes	may, 2025	Chairmen of the QAC EMBI
	2. Approval of reports of the EMC committees		Committee Chairmen
	3. Results of the EMC work for the 2024-25 academic year and tasks for the 2025-26 academic year.		Chairman of the EMC
	4. Analysis of the implementation of the schedules of the innovative week of departments "Organization of the educational process using innovative teaching methods", master classes, the work of the standing commission for checking the quality of classes, the monitoring group, academic committees on quality for the 2nd semester of the 2024-25 academic year.		Head of the OAPCC, Chairman of the standing commission for checking the quality of classes, heads of committees
	5. EML statement		Chairman of the EMC Committee «Planning and publication of EML»
6	1. Report of the chairmen of the AQ on the final assessment of students	june, 2025	Director of DAPQ
	2. On the implementation of the thematic plan for the publication of EML for the 2024-25 academic year		Chairman of the Committee "Planning and Publishing of EML"
	3. EML statement		Chairman of the EMC Committee "Planning and Publishing EML"
	4. Different		Chairman of the EMC Committee «Planning and publication of EML»

Agreed:

Kodzhabergenova A.K.

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