

ALIKHAN BOKEIKHAN UNIVERSITY

September 2024 year



"APPROVED"

President of the University, Professor
Sh.A. Kurmanbaeva

05 2024

**MEETING SCHEDULE
EDUCATIONAL AND METHODOLOGICAL COUNCIL OF THE UNIVERSITY
FOR THE 2024-2025 ACADEMIC YEAR**

Semey

**SCHEDULE OF MEETINGS
OF THE EDUCATIONAL AND METHODOLOGICAL COUNCIL OF THE UNIVERSITY
FOR THE 2024-2025 ACADEMIC YEAR**

| № | Content of the work | Speaker | Performers |
|-----------------------------|---|---------------------------------------|---|
| September 2024 year. | | | |
| 1 | Approval of the organizational structure of the Educational and Methodological Council of the University for the 2024-2025 academic year | Chairman of the EMC of the University | Secretary of the EMC |
| 2 | Results of the summer examination session of the 2023-2024 academic year | Head of the Office Registrar | Deputy Deans of Faculties |
| 3 | The main stages of implementation of the approved intra-university document "Program of activities for the use of AI in the educational process" | Chairman of the EMC of the University | Vice-Rector for Information Technology Heads of Departments Director of the Technological Cluster "Abai IT-Valley" |
| 4 | Report on the results of checking the book availability for educational programs of the university in printed publication format | Head of the University Library | Chairman of the Commission - Dean of the Faculty of Humanities Members of the Commission: Head of the Department of Information Technology Sciences Head of the Department of Philology; Head of the Department of Civil Law Disciplines |
| Miscellaneous | | | |
| November 2024 y. | | | |
| 1 | About the results of the inspection of modular educational programs and the catalog of elective disciplines in the context of bachelor's, master's and doctoral degrees | Chairman of the EMC of the University | Members of the commission: Head of the postgraduate education department Head of the educational and methodological department Head of the office registrar service |
| 2 | Application of innovative teaching methods using AI in the educational process of the university | Chairman of the Commission | Chairman of the Commission – Dean of the Faculty of Law Members of the Commission: Head of the Department of Pedagogy and Psychology; Head of the Department of Information Technology Sciences; Head of the Department of Criminal Law Disciplines |
| 3 | Miscellaneous | | |
| January 2025 y. | | | |
| 1 | Organization of all types of | Head of the Department for | Chairman of the Commission |

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| | professional practice for students and application of the dual system of education | Monitoring Employment of Graduates | - Dean of FITE Members of the Commission: Head of the Department of History and Geography; Head of the Department of Business and Management; Head of the Department of State Law Disciplines |
| 2 | Evaluation of the effectiveness of using AI in the educational process | Chairman of the EMC of the University | Members of the commission: Head of the educational and methodological department Head of the postgraduate education department |
| 3 | Results of the internal audit of the meetings of the EMC of the Faculties and the Academic Councils for Quality | Deputy Chairman of the EMC | Chairman of the Commission - Deputy Chairman of the EMC Members of the Commission: Head of the Department of Postgraduate Education Head of the Department of Monitoring Employment of Graduates |
| 4 | Miscellaneous | | |
| March 2025 y. | | | |
| 1 | Results of the winter examination session of the 2024-2025 academic year | Head of the Office Registrar | Deputy Deans of the Faculty |
| 2 | About the results of monitoring the compliance of the quality of the educational process with consumer demands (questioning students, graduates, employers, teachers and staff) | Nusurbaeva B.S. Head of the Department of Marketing and Image Policy | Youth Policy Center «Career» |
| 3 | Discussion of the results of monitoring and updating of the educational programs the university | Vice-Rector for EMW K.S. Zharykbasova | Chairmen of the Academic Council |
| 4 | Miscellaneous | | |
| May 2025 y. | | | |
| 1 | Report on the work of the EMC for the 2024-2025 academic year | Chairman of the EMC of the University | Secretary of the EMC of the University Chairman of the EMC of the University |
| 2 | Approval of the work plan of the EMC of the University for the 2025-2026 academic year | Secretary of the EMC of the University | Chairman of the EMC of the University |

Vice-Rector for EMW

K.S. Zharykbasova