

Alikhan Bokeikhan University		
Level 3 QMS document	Revision No. 5 of 13.01.2022 instead of revision No. 4 of 20.01.2019	R. 01.08/2022
Regulation		

REGULATIONS
ON the EDUCATIONAL AND METHODOLOGICAL COUNCIL
OF the FACULTY
R. 01.08/2022

Semey
2022

Introduction

1. DEVELOPED BY

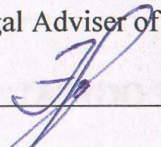
Vice-rector for educational and methodological work


_____ K. S. Zharykbasova

«10» 01 2022

2. AGREED WITH

Legal Adviser of the University


_____ E.I. Efendiev

«10» 01 2022

3. RECOMMENDED BY

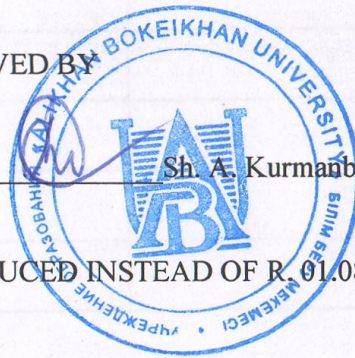
Educational and Methodological Council of the University for intra-university use

Minutes № 3 dated « 13 » 01 2022

4. APPROVED BY

Rector _____ Sh. A. Kurmanbayeva

INTRODUCED INSTEAD OF R. 01.08/2019



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1. SCOPE OF APPLICATION

This regulation defines the procedure for organizing activities, including the procedure for electing members of the Faculty's Educational and Methodological Council (hereinafter referred to as the Council), which is one of the advisory governing bodies of the faculty.

2. REGULATORY REFERENCES

1. This regulation has been developed and establishes procedures in accordance with the requirements and recommendations:
2. Standard rules of the methodical (educational-methodical, scientific-methodical) council and the procedure for its election, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated December 21, 2007 No. 644.
3. Rules of organization and implementation of educational-methodical work, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated December 29, 2007. November 2007 No. 583.
4. Regulations on the Educational and Methodological Council of the University (R 01.07/2021).

3. GENERAL REGULATIONS

The Teaching and Methodological Council of the Faculty is an advisory body created for the development and implementation of measures aimed at improving the quality of education, developing proposals on the most important issues of teaching and methodological support of the educational process.

4. THE MAIN TASKS OF THE TEACHING AND METHODOLOGICAL COUNCIL OF THE FACULTY

1. Educational and methodological support for the implementation of educational programs.
2. Development, implementation of new and improvement of existing technologies, methods, means and forms of the educational process.
3. Improving the scientific and methodological potential of the teaching staff.

5. THE MAIN ACTIVITIES OF THE TEACHING AND METHODOLOGICAL COUNCIL OF THE FACULTY

1. Improving the teaching and methodological work of the faculty, based on the needs of the Republic of Kazakhstan for highly educated specialists.
2. Coordination of methodological work of the departments of the faculty.

3. Organization of quality monitoring of methodological support of the educational process at the faculty.

3. Carrying out work on generalization and dissemination of advanced pedagogical experience and informatization of education.

4. Planning, organization of expertise and recommendation for the publication of educational, instructional literature, manuals and other materials provided by the faculty.

5. Assistance to the teaching staff of a separate department or faculty in the organization and improvement of educational and methodological work.

6. Organization and holding of seminars, round tables on the problems of organization and quality assurance of the educational and methodological process.

7. Improvement of the system of advanced training, retraining and certification of pedagogical and scientific personnel.

8. Analysis of the impact of the organization of educational and methodological work on the current academic performance of students.

9. Analysis of the state of educational and methodological work and development of recommendations for its improvement;

10. Discussion of the development and examination of test tasks and other forms of control of students' knowledge, methodological support of independent work of students and independent work of students under the guidance of a teacher.

6. STRUCTURE AND COMPOSITION OF THE TEACHING AND METHODOLOGICAL COUNCIL OF THE FACULTY

1. The Faculty Council consists of representatives of the Dean's Office, heads of departments, leading faculty teachers, and a secretary.

2. The Teaching and Methodological Council of the faculty reports directly to the Dean of the faculty.

3 The composition of the teaching and methodological council of the faculty is approved by the Dean of the faculty at a meeting of the faculty's UMC.

4. The Chairman of the Educational and Methodological Council is elected by an open vote from among the members of the faculty's UMS.

5. The work of the teaching and methodological council of the faculty is carried out in accordance with the annual work plan.

6. The meeting of the educational and methodological Council is held at least once every two months.

7. The Teaching and Methodological Council of the faculty has the right to make decisions if at least 2/3 of its members are present at its meeting.

The decision of the educational and methodological council is adopted by an open vote by a majority of the votes of the members of the educational and methodological council present.

According to the decision of the members of the educational and methodological Council, decisions on individual issues may be taken by secret ballot.

8. The Chairman of the Educational and Methodological Council reports to the Educational and Methodological Council of the University once a year on the results of the activities of the methodological council.

9. The meeting of the educational and methodological Council is formalized by the protocol (F 01-P.01.08/2022). Minutes of the meeting and decisions of the educational and methodological Council are signed by the chairman and secretary of the educational and Methodological Council.

10. All decisions of the teaching and methodological council of the faculty are binding for departments and are subject to execution.

11. The secretary of the Teaching and Methodological Council of the faculty prepares meetings, draws up the relevant documentation of the teaching and methodological council of the faculty.

Форма Ф 01-П.01.08/2022

Alikhan Bokeikhan University
 _____ факультеті

Alikhan Bokeikhan University
 Faculty _____

ХАТТАМА

PROTOCOL

№ _____

№ _____

« ____ » _____ 20 ____ ж

« ____ » _____ 20 ____ y

Time and place of the event: _____

Chairman of the UMS - Full name**Secretary of the UMS - Full name**

Members of the Educational and Methodological Council: total - _____ ,
 attended – _____ person (list attached)

THE AGENDA

1. _____

2. _____

3. _____

.....

1. LISTENED TO:

Full name (the text of the report is attached) _____

PERFORMED BY:

Full name – a brief recording of the speech.

Full name. –

DECIDED:

1. _____

2. _____

3. _____

.....

The resolution was adopted unanimously.

Chairman of the EMC _____
 (signature) (transcript of signature)

Secretary EMC _____
 (signature) (transcript of signature)

