

Alikhan Bokeikhan University		
Level 3 QMS document	Revision No. 6 of 17.09.2021 instead of revision No. 5 of 26.09.2019.	ИЛ. 01.07/2021
Position		

**POSITION
ABOUT THE EDUCATIONAL AND METHODOLOGICAL
COUNCIL
ИЛ. 01.07/2021**



Semei 2021

PREFACE

1. DEVELOPED BY

Vice-Rector for Educational and Methodological Work
Zharykbasova K.S. «14» 09 2021 G.

2. AGREED

Legal Adviser of the University
Danilov A.A. «14» 09 2021 G.

3. RECOMMENDED

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

Protocol No. 1 "14" 09 2021 G.

4. APPROVED

Rector Sh. A. Kurmanbayeva



INTRODUCED INSTEAD OF ITEM П.01.07/2019

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1. SCOPE OF APPLICATION

This regulation defines the procedure for organizing activities, including the procedure for electing members of the Educational and Methodological Council of the University (hereinafter referred to as the Council), which is one of the collegial governing bodies of the university.

2. REGULATORY REFERENCES

This regulation has been developed and establishes procedures in accordance with the requirements and recommendations of the Standard Rules of the Methodological (Educational, Methodological, Scientific and Methodological) Council and the procedure for its election, approved by Order No. 644 of the Minister of Education and Science of the Republic of Kazakhstan dated December 21, 2007 and the Rules of Organization and Implementation of Educational and Methodological Work, approved by Order No. 583 of the Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2007.

3. GENERAL PROVISIONS

The Educational and Methodological Council of the University is a permanent collegial body whose activities are aimed at participating in the organization and coordination of educational and methodological and scientific work of the University, discussing and preparing recommendations for decision-making to improve the quality of the educational process at a meeting of the Academic Council of the University.

The creation, reorganization and liquidation of the educational and methodological council of the university are carried out by order of the rector.

The following sections function at the UMS of the University: "Modular educational programs" and "Examination of textbooks and teaching aids".

4. THE MAIN TASKS OF THE EDUCATIONAL AND METHODOLOGICAL COUNCIL

1. Improving the educational and methodological work of the university in accordance with modern requirements.
2. Organization of quality monitoring of methodological support of the educational process.
3. Coordination of the work of the section "Examination of textbooks and teaching aids", planning, organization of examination and recommendation for the publication of educational, teaching literature, manuals and other materials published by the university.
4. Control over the organization of the examination of working curricula and working curricula, taking into account the requirements of the state mandatory standards of education, the work of the section "Modular educational programs".

5. Study, generalization and introduction into the educational process of advanced pedagogical experience in the organization and improvement of educational and methodological work and the use of new learning technologies.

6. Coordination of the work of educational and methodological councils of faculties.

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

8. Development of recommendations for the development of the quality management system.

9. Development of criteria and norms for assessing students' knowledge and skills, their current and final control.

10. Work on the unification of educational and methodological documentation for all departments of the university.

11. Improvement of the system of advanced training, retraining and certification of pedagogical and scientific personnel, analysis of the content of the educational process.

12. Coordination of work on improving the scientific and methodological potential of the teaching staff.

13. Development of proposals on the development of education and the formation of priority directions in its implementation.

14. Participation in the certification of the teaching staff of the university.

5. THE MAIN ACTIVITIES OF THE EDUCATIONAL AND METHODOLOGICAL COUNCIL

1. Coordination of the work of the section "Examination of textbooks and teaching aids", planning, organization of examination and recommendation for the publication of educational, teaching literature, manuals and other materials published by the university.

2. Control over the organization of the examination of working curricula and working curricula, taking into account the requirements of the state mandatory standard of education, professional standards, as well as the work of the section "Modular educational programs".

3. Review and approval of work plans of the methodological councils of the faculty.

4. Discussion and approval of working curricula in individual disciplines.

5. Consideration of issues of educational and methodological support of the educational process at the university.

6. Discussion and making proposals on improving the draft normative legal documents related to the issues of methodological support of the university.

7. Organization of the development of textbooks, teaching aids, including on electronic media and didactic materials.

8. Discussion of proposals for improving the list of specialties (professions) based on forecasting priority areas of production technologies and science.

9. Consideration of the implementation of various forms of methodological work aimed at improving the educational process and providing practical assistance to teaching staff.

10. Review and approval of the catalog of elective disciplines.

11. Coordination and approval of annual activity plans of the methodological councils of the faculty.

12. Organization and holding of seminars, conferences, meetings on improving educational and methodological and scientific-methodical work.

6. THE PROCEDURE FOR THE FORMATION AND WORK OF THE EDUCATIONAL AND METHODOLOGICAL COUNCIL

1. The activities of the Council are managed by the Chairman - Vice-Rector for Educational and Methodological Work. Deputy Chairman - Head of the Educational and Methodological Department.

2. A secretary shall be elected from among the members of the Council by an open vote.

3. Members of the educational and Methodological Council are elected by the Academic Council of the University by open voting from among the representatives of departments, faculties. The council consists of: chairman, deputy Chairman, deans of faculties, heads of departments, experienced teachers, etc. The composition of the Council is approved by the order of the Rector of the University.

3. The Deputy Chairman of the Council carries out organizational and preparatory work on holding meetings and implementing decisions of the Educational and Methodological Council, sends materials, documents, draft decisions submitted to the meeting of the UMC for preliminary consideration to the members of the UMC.

4. The work of the educational and methodological Council is carried out in accordance with the annual work plan adopted at the meeting of the methodological Council and approved by the Rector of the University.

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

6. The Educational and Methodological Council of the University has the right to make a decision if at least 2/3 of its members are present at its meeting.

7. 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.

8. By decision of the members of the educational and methodological Council, decisions on specific issues may be taken by secret ballot.

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

10. The meeting of the educational and methodological council is formalized by the protocol. 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.

11. The Educational and Methodological Council carries out its activities in cooperation with the educational and methodological councils of the faculties of the university.

7. CHANGE REGISTRATION SHEET

[illegible]