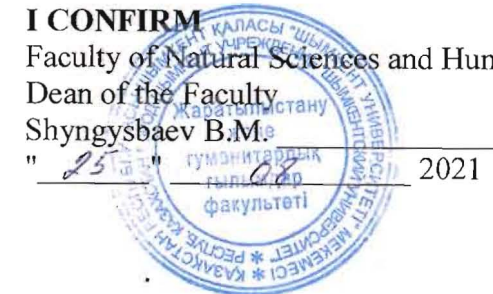


MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN
SHYMKENT UNIVERSITY



FACULTY OF NATURAL AND HUMANITIES SCIENCES

I CONFIRM
Faculty of Natural Sciences and Humanities
Dean of the Faculty
Shyngysbaev B.M.
" 25 " 2021



**Department of History and Law
educational and methodological work plan for the 2021-2022 academic year**

Considered at a department meeting,
No. 1 protocol " 24.08 " 2021 f.
Head of the department
Bijan N.R. *[Signature]*

Shymkent-2021

No.	Work to be done	Deadline	Responsible	Deadline
1	Creation and updating of the educational and methodological complex of the department "Law and History" in subjects of study (work programs, periodic thematic plan, curriculum, guidelines and teaching aids, assessment criteria, tests, cases, etc.)	August 2021	teaching staff	№1 protocol 24.08.2021g
2	Creation of an electronic version of educational and methodological complexes for disciplines studied in 1-4 courses using modular technology. Embedding in the portal application.	August 2021	teaching staff	№1 protocol 24.08.2021g
3	Approval of the preparation plan for the training seminar	August 2021	teaching staff	№1 protocol 24.08.2021g
4	Carry out the work of the department on the use of interactive teaching methods.	Whole year	teaching staff	2021-2022g.g.
5	Creation and approval of educational programs 1-UMK, 2-UMK educational program of law in elective subjects.	September 2021	teaching staff	№2 protocol 27.09.2021g
6	Approval of topics, supervisors and lists of reviewers of graduate students' theses in the subjects "Civil Law and Civil Procedure of the Republic of Kazakhstan" and "Criminal Law and Criminal Procedure of the Republic of Kazakhstan" in the full-time department.	September 2021	Head of the department	№2 protocol 27.09.2021g
7	Approve the plan for printing textbooks, teaching aids and educational materials for the 2022-2023 academic year	September 2021	Responsible teacher	№2 protocol 27.09.2021g
8	Formation and approval of individual work plans for faculty members of the department.	September 2021	teaching staff	№2 protocol 27.09.2021g
9	Create a schedule of open classes at the department and participate in mutual classes, draw up a schedule for SROs and USROs.	September 2021	Responsible teacher	№2 protocol 27.09.2021g
10	Participation in mutual classes and implementation of the schedule of open classes planned for the first and second half of the 2022-2023 academic year by the faculty of the department	October 2021	Responsible teacher	№3 protocol 21.10.2021g
elev en	Seminar on training young teachers in new innovative teaching methods.	October 2021	teaching staff	№3 protocol 21.10.2021g

12	Conducting a seminar for teachers of the department on interactive methods of conducting SRO on the credit system	November 2021	teaching staff	№4 protocol 23.11.2021r
13	Preparation for printing of textbooks, teaching aids, methodological instructions that were developed by the department staff	Whole year	teaching staff	2021-2022g.g.
14	Admission rate for advanced training courses for teaching staff	Whole year	teaching staff	2021-2022g.g.
15	Submitting winter exam questions for approval	November 2021	teaching staff	№4 protocol 23.11.2021r
16	Report on the results of the first half of the educational and methodological work of the department	January 2022	Responsible teacher	№6 protocol 20.01.2022g
17	Discussion of examination questions in complex subjects at the final certification at a department meeting	March 2022	teaching staff	№8 protocol 28.03.2022g
18	About the experience of using the Anti-Plagiarism program	March 2022	Head of the Scientific Library	№8 protocol 28.03.2022g
19	Verification of thesis execution, internal quality and registration procedures	April 2022	teaching staff	№9 protocol 26.04.2022g
20	Final report on educational and methodological work at the department	June 2022	Responsible teacher	№11 protocol 28.06.2022g