

Ф-УК-29-01/06

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

Saulembaev A.

" 28 " 2023

Educational and Methodological Work Plan for the 2023-2024 Academic Year Department of History and Law

Considered at a department meeting,

No. 1 protocol " 28.08 " 2023 f.

Head of the department

Bijan N.R. 

Shymkent-2023



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 2023	teaching staff	№1 protocol 28.08.2023g
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 2023	teaching staff	№1 protocol 28.08.2023g
3	Approval of the preparation plan for the training seminar	August 2023	teaching staff	№1 protocol 28.08.2023g
4	Carry out the work of the department on the use of interactive teaching methods.	Whole year	teaching staff	2023-2024g.g.
5	Creation and approval of educational programs 1-UMK, 2-UMK educational program of law in elective subjects.	September 2023	teaching staff	№2 protocol 06.09.2023g
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 2023	Head of the department	№2 protocol 06.09.2023g
7	Approve the plan for printing textbooks, teaching aids and educational materials for the 2022-2023 academic year	September 2023	Responsible teacher	№2 protocol 06.09.2023g
8	Formation and approval of individual work plans for faculty members of the department.	September 2023	teaching staff	№2 protocol 06.09.2023g
9	Create a schedule of open classes at the department and participate in mutual classes, draw up a schedule for SROs and USROs.	September 2023	Responsible teacher	№2 protocol 06.09.2023g
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 2023	Responsible teacher	№3 protocol 25.10.2023g
elev en	Seminar on training young teachers in new innovative teaching methods.	October 2023	teaching staff	№3 protocol 25.10.2023g



12	Conducting a seminar for teachers of the department on interactive methods of conducting SRO on the credit system	November 2023	teaching staff	№4 protocol 22.11.2023g
13	Preparation for printing of textbooks, teaching aids, methodological instructions that were developed by the department staff	Whole year	teaching staff	2023-2024 g.g.
14	Admission rate for advanced training courses for teaching staff	Whole year	teaching staff	2023-2024g.g.
15	Submitting winter exam questions for approval	November 2023	teaching staff	№4 protocol 22.11.2023g
16	Report on the results of the first half of the educational and methodological work of the department	January 2024	Responsible teacher	№6 protocol 24.01.2024g
17	Discussion of examination questions in complex subjects at the final certification at a department meeting	March 2024	teaching staff	№8 protocol 27.03.2024g
18	Final report on educational and methodological work at the department	June 2024	Responsible teacher	№11 protocol 27.06.2024g