

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 I.O.

Kaldybekova G. H.

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Educational and Methodological Work Plan for the 2025-2026 Academic Year Department of History and Law

Considered at a department meeting,

No. 1 protocol " 25.08." 2025 g.

Head of the department

Zharylkapova G.P. Жарылқапова

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 2025	teaching staff	№1 protocol 25.08.2025g
2	Creation of an electronic version of educational and methodological complexes for disciplines studied in 1-4 courses using modular technology. Implementation in Platonus and Portal programs.	August 2025	teaching staff	№1 protocol 25.08.2025g
3	Approval of the preparation plan for the training seminar	August 2025	teaching staff	№1 protocol 25.08.2025g
4	Carry out the work of the department on the use of interactive teaching methods.	Whole year	teaching staff	2025-2026g.g.
5	Creation and approval of educational programs 1-UMK, 2-UMK educational program of law in elective subjects.	September 2025	teaching staff	№2 protocol 25.09.2025g
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 2025	Head of the department	№2 protocol 25.09.2025g
7	Approve the plan for printing textbooks, teaching aids and educational materials for the 2025-2026 academic year	August 2025	Responsible teacher	№2 protocol 25.08.2025g
8	Formation and approval of individual work plans for faculty members of the department.	August 2025	teaching staff	№2 protocol 25.08.2025g
9	Create a schedule of open classes at the department and participate in mutual classes, draw up a schedule for SROs and USROs.	September 2025	Responsible teacher	№2 protocol 25.09.2025g
10	Participation in mutual classes and implementation of the schedule of open classes planned for the first and second half of the 2025-2026 academic year by the faculty of the department	October 2025	Responsible teacher	№3 protocol 30.10.2025g
11	Seminar on training young teachers in new innovative teaching methods.	November 2025	teaching staff	№4 protocol 28.11.2025g
12	Conducting a seminar for teachers of the department on interactive methods of conducting SRO on the credit system	November 2025	teaching staff	№4 protocol 28.11.2025g
13	Preparation for printing of textbooks, teaching aids, methodological instructions that were developed by the department staff	Whole year	teaching staff	2025-2026 g.g.

14	Admission rate for advanced training courses for teaching staff	Whole year	teaching staff	2025-2026g.g.
15	Submitting winter exam questions for approval	November 2025	teaching staff	№4 protocol 28.11.2025g
16	Report on the results of the first half of the educational and methodological work of the department	January 2026	Responsible teacher	№6 protocol 29.01.2026g
17	Discussion of examination questions in complex subjects at the final certification at a department meeting	March 2026	teaching staff	№8 protocol 27.03.2026g
18	Submission of summer credit and examination questions for approval	March 2026	teaching staff	№8 protocol 27.03.2026g
19	Preparation for the publication of textbooks, teaching aids, and educational materials for the 2024-2025 academic year	May 2026	teaching staff	№8 protocol 29.05.2026g
20	Final report on educational and methodological work at the department	June 2026	Responsible teacher	№11 protocol 26.06.2026g