

**§17**  
**RULES FOR ORGANIZATION AND IMPLEMENTATION OF**  
**EDUCATION AND METHODOLOGICAL WORK**

**1. General Provisions**

1. The present rules regulate educational works at the University.
  2. Scientific and educational-methodical work is carried out with a view to the integration of science and education, and improving the training and educational process, the development and introduction of new teaching technologies, providing professional development of teachers at the University.
  3. The objectives of the teaching work are:
    - Scientific and methodological support of educational programs;
    - Development and introduction of new and improvement of existing technologies, methods, means and forms of educational process;
    - The development of creative thinking, provision of training and professional skills of teachers;
    - Improving the scientific and methodological competence of teaching staff.
- A guideline of educational works rest at the University of the Relevant Structural Units

**2. Contents of teaching work**

4. Methodical work at the University includes the following areas:
  - 1) making proposals on improvement of normative legal acts, the classifier of specialties of higher and postgraduate education and state educational standards;
  - 2) introduction in the educational process of modern teaching and learning materials and software of the automated training systems, information management systems, information and library systems;
  - 3) the development of training programs, participation in the drafting of model curricula;
  - 4) the development of textbooks, teaching materials, teaching aids, including on electronic media;
  - 5) the implementation of the synthesis and dissemination of best teaching practices and informatization of education;
  - 6) the development and implementation of didactic and methodical, educational and material resources of education;
  - 7) development and implementation of educational-methodical documentation on new technologies training;
  - 8) making proposals on the unification of educational programs related specialties;
  - 9) the examination of working curricula and training programs;
  - 10) analysis of the impact of the teaching work on the current progress of students;
  - 11) the development of teaching materials of disciplines;

- 12) the development and examination of tests and other forms of controlling students' knowledge;
- 13) monitoring provision of the educational process by educational literature and methodological materials;
- 14) the development of methodical support of independent work of students;
- 15) analysis of the quality of textbooks, teaching materials and teaching aids;
- 16) analysis of the quality of teaching and level of educational achievements of students;
- 17) organizing and conducting seminars, conferences and meetings on the improvement of teaching work;
- 18) methodological work on the annual formation of a contingent of students, taking into account the profile and level of training opportunities;
- 19) the organization of marketing research in order to create a database for forecasting the need for specialists to existing and prospective areas of training;
- 20) methodical maintenance of employment of graduates to work and study after graduation (the study of the demand for specialists, graduates questionnaires, communication with businesses, mapping the distribution of graduates, organizing fairs of graduates);
- 21) the development of recommendations on the teaching of the state, Russian and foreign languages at all educational levels.

### **3. The procedure for organizing teaching work in the structural offices**

5. Methodical work is carried out in the chairs and faculties of the University.
6. Departments and faculties carry out educational works on the basis of this regulation.
7. Methodical department carries out the following educational works:
  - 1) management of educational-methodical work of departments, faculties;
  - 2) examination of legal documents for educational and methodical work and recommendation of them for consideration by the Scientific and Methodological Council;
  - 3) analysis of the teaching work and making recommendations for its improvement;
  - 4) analysis and recommendations to the publication and dissemination of educational and methodological products.
8. The direct management of educational works of the University is carried out by Vice Rector for Academic work. The general management of educational-methodical work of departments and faculties perform elective representative bodies - methodical bureau faculties.
9. The forms of collective methodical work are methodical seminars, trainings, workshops, school of excellence, instructional and methodological meetings, lectures and conferences.
10. Methodical documentation developed by the appropriate structural unit of the University, being discussed at the chairs, faculties teaching Bureau, Scientific and Methodological Council of the University and after receiving their positive

conclusion is approved by the Rector, Vice-Rector for Academic Affairs of the University.

11. Departments of the University in accordance with the model and the core curriculum of the experimental educational programs develop working curricula, which are considered by departments, offices and academic council of the faculty, methodological department, and after receiving a positive opinion of the Scientific and Methodological Council will be approved by the Rector.

12. The educational complex of disciplines developed by teachers in accordance with the standard and basic education programs, catalogue of disciplines are considered by chairs, methodical bureau and academic council of the faculty, the Scientific and Methodological Council of the University and are approved by the Vice-Rector for Academic Affairs.

13. Guidelines and recommendations are developed by the faculty. After discussion and a positive conclusion at the chairs, faculties teaching bureau, Scientific and Methodological Council of the University and will be approved by Vice-Rector for Academic Affairs.

14. Organization of teaching work at the chair is a set of activities, organizational and methodological work aimed at:

1) to ensure the educational process of educational-methodical documentation (syllabus, test materials, SIWetc.);

2) improvement of classroom and extracurricular work of students;

3) improvement of all shapes, forms and methods of educational work at the university.

15. Methodical work at faculty is coordinated by methodical bureau of the faculty, which is guided by the by normative documents on the organization of educational process and its methodical maintenance.