

“Әл-Фараби атындағы Қазақ ұлттық университеті” Комерциялық емес акционерлік қоғамы	Некоммерческое акционерное общество «Қазақський национальный университет имени аль- Фараби	Non-commercial joint stock company "Al-Farabi Kazakh National University"
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Document name	Regulations on the Department of Foreign Languages of the Faculty of Philology		
Approved:	By order of the Chairman of the Board-Rector of the Al-Farabi Kazakh National University		
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1. GENERAL PROVISIONS

1.1. The department is an administrative and structural unit of the university that carries out scientific, research, educational activities and educational work among students, as well as carries out postgraduate training of scientific and pedagogical personnel, retraining of specialists and improving their qualifications.

1.2. Meetings of the department are held to discuss issues of the department's activities and make appropriate decisions. The department is competent to independently solve issues of educational, methodological and scientific activities within its competence. The decisions of the department are mandatory for all members of the department.

1.3. In accordance with the profile, the department may have an educational or research laboratory. The purpose of these structures is educational, methodological, research, that is, material and technical support and maintenance of all types of training sessions in the disciplines of the department.

1.4. The staff of the educational and research laboratory is formed from the number of teaching and support staff providing their functional activities, and is approved by the Chairman of the Board - Rector.

1.5. Educational and research laboratories maintain operational documentation on their activities and at the end of the academic year submit their report to the department.

1.6. Planning and organization of educational, methodological, research and development work of the department is carried out on the basis of the Laws of the Republic of Kazakhstan "On Education", "On Science", the Action Plan for the implementation of the State Program for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025, the Charter of the University and in accordance with the priority directions of science development, the state program of forced industrial and innovative development of the republic.

1.7. The Department is organized by the order of the Chairman of the Board - Rector on the basis of the decision of the Academic Council of the University.

1.8. In its activities, the department is guided by the Charter, the Development Strategy of Al-Farabi Kazakh National University until 2022, orders and orders of the University, internal regulations, the Code of corporate Culture and documented procedures of the QMS of the University.

• 2. ORGANIZATIONAL STRUCTURE

2.1. The department (with the exception of university-wide departments) is organized in the presence of:

- specialized accreditation;
- the teaching staff corresponding to the profile of the department, of which 40% must have academic degrees, academic titles;
- laureates of international grants, holders of grants of the Ministry of Education and Science of the Republic of Kazakhstan "The best university teacher";
- holders of state scientific scholarships, prizes;
- scientific schools, scientific grants and research projects;
- research work (R&D) at the expense of the republican budget, at the expense of the university and on a contractual basis;
- modern support of research work (R&D);

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- education in English (bachelor's degree - 4 modules, master's and PhD doctoral programs - educational programs);
- scientific publications in foreign rating journals (according to the Thomson Reuters Web of Knowledge database);
- scientific publications in scientific journals recommended by the Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan (MES RK);
- monographs, textbooks and textbooks with the stamp of the Ministry of Education and Science of the Republic of Kazakhstan and the REMC;
- patents, pre-patents, innovation patents and copyright certificates;
- agreements, memoranda, contracts with accredited foreign universities and research centers;
- agreement with accredited scientific partner organizations on the implementation of joint research projects and the provision of a research base;
- contract for the passage of educational, industrial practices by students;
- educational and research projects carried out jointly with leading foreign universities;
- implemented joint educational programs with a partner university;
- students who participated in academic exchange programs;
- foreign scientists participating in the scientific guidance (guidance) of doctoral students;
- established ties with foreign universities for planning double-degree education;
- permanent bases of practice of contracts with employers;
- continuous professional development of teaching staff, the presence of certificates from near and far abroad, as well as knowledge of English at a level not lower than Intermediate.

2.2. The staff of the department includes: the head of the department, deputy heads of the department, professors, associate professors, docents, senior teachers, teachers, teaching and support staff.

3. MAIN OBJECTIVES

3.1. Theoretical and practical training of highly qualified and competitive specialists with professional knowledge, abilities, skills in accordance with the state mandatory standards of higher professional education in the specialties.

3.2. Conducting fundamental and applied research in priority areas for the purpose of innovative development of the country's economy and the creation of a balanced, effectively functioning national innovation system.

3.3. Promoting the continuity of generations in science, preserving well-known and creating new scientific and pedagogical schools, and ensuring the development of promising scientific directions.

3.4. Development of competitive research topics within the framework of international programs, priority areas for the development of science and technology, educational development programs of the Republic of Kazakhstan.

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3.5. Formation and implementation of scientific, scientific-technical and innovative programs and projects.

3.6. In-depth integration with scientific organizations, scientific and methodological cooperation with educational organizations, including through a network of experimental sites.

3.7. Creation and development of research organizations, laboratories, centers, small and medium-sized enterprises, start-up companies and other specialized structures, implementation of their results for research and development work.

3.8. Attracting students, undergraduates, PhD doctoral students to carry out scientific research and innovation activities.

3.9. Introduction of the results of scientific research into the educational process.

3.10. Organization of scientific research and training of scientific and pedagogical personnel through master's degree, PhD doctoral studies, advanced training of teaching staff.

3.11. Organization and control of educational, methodological, research and educational work with students studying in the specialties of the department.

3.12. Organization of the department's activities in the implementation of the credit system of training (the service of advisors, the choice of an individual learning trajectory, credit transfer, etc.).

3.13. Scientific and methodological support and improvement of forms and methods of teaching students.

3.14. Organization of educational work with students.

3.15. International activities.

4. FUNCTIONS

4.1. Carries out its activities in accordance with the work plan of the department, covering scientific, innovative, educational, educational and other types of work;

4.2. Maintains documentation on its activities in accordance with the Regulations of Documentation and Documentation Management of Al-Farabi Kazakh National University;

4.3. Fulfills state orders for fundamental and applied research and carries out innovative activities within the framework of priority areas of scientific and technological development and the state program of accelerated industrial and innovative development of the country;

4.4. Uses the results of scientific research obtained by university scientists in the educational process;

4.5. Implements the results of scientific research, including at its own small and innovative enterprises, technoparks, etc.;

4.6. Organizes the participation of at least 10-20% of students, undergraduates and PhD doctors from the total number of students of the department in carrying out scientific research on a paid basis;

4.7. Attract foreign teachers to research and educational activities;

4.8. Promotes academic internships of teaching staff at leading universities and research centers of the world;

4.9. Implements academic mobility of students outside (international) and within the country;

4.10. Implements two-degree educational programs;

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4.11. Develops working curricula and working curricula, according to which specialists are trained and graduated on the basis of state mandatory education standards (SES), experimental programs of KazNU and qualification characteristics;

4.12. Provides educational and methodological support for the academic disciplines of the department: development of standard curricula and educational and methodological complexes of disciplines, textbooks, manuals, collections of tasks, complex tasks, laboratory work, materials on technical means of training (TMT), methodological recommendations for the study of disciplines, as well as materials of current, boundary and final control of knowledge in all forms of training;

4.13. Conducts all types of training sessions in accordance with the working curriculum for the disciplines of the department, ensures the quality of their conduct, including constantly increasing the number of disciplines taught in English;

4.14. Develops and uses modern educational technologies and forms of training that increase the assimilation of educational material by students;

4.15. Organizes educational and methodological support for independent work of students aimed at developing their abilities to search, analyze and formulate the results of activities;

4.16. Organizes and manages professional practices of students, course and graduation (diploma) works;

4.17. Implements effective measures for the employment of graduates, as well as for the recruitment of students for the first year;

4.18. Develops various forms of business cooperation with enterprises, organizations, institutions in the training of specialists;

4.19. Develops and implements working training programs for advanced training and retraining of specialists in accordance with the profile of the department;

4.20. Conducts scientific research, the direction and subject of which correspond to the profile of the department, and are promising in terms of further development of theoretical and practical issues of the studied sciences (disciplines);

4.21. Discusses the topics of research, development and scientific and methodological works corresponding to the main areas of scientific research, as well as initiative topics proposed by teachers and employees of structural divisions, temporary creative teams and are promising from the point of view of the possibility of obtaining fundamentally important results of a fundamental or applied nature;

4.22. Provides training of scientific and pedagogical personnel;

4.23. Discusses, reviews dissertations, research papers on the profile of the department and prepares conclusions on them;

4.24. Performs research on grants from various foreign and domestic foundations;

4.25. Organizes research work of students, teachers, other organizations and foundations, initiative research;

4.26. Regularly conducts a permanent scientific seminar with the participation of undergraduates and PhD doctoral students;

4.27. Forms a specialist who is able to independently and competently carry out professional activities, make and implement decisions;

4.28. Educates patriotism and citizenship, conducts public events aimed at these goals;

4.29. Encourages students to a healthy lifestyle, active participation in public events of the department, faculty, university;

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4.30. Conducts thematic events on the profile of the department, promotes the expansion of the horizons of students, the growth of their interest in their chosen specialty;

4.31. Carries out permanent career guidance work among graduates of schools, gymnasiums, lyceums, colleges.

5. RESPONSIBILITY OF THE DEPARTMENT:

5.1. Employees of the department are responsible in accordance with the legislation, the Charter of the University and the orders of the rector.

5.2. Employees of the department are responsible for non-compliance with the norms of the Code of Corporate Culture of the teacher and employee of Al-Farabi Kazakh National University.

6. ABOLITION

6.1. The Department is abolished by the order of the Chairman of the Board – Rector on the basis of the recommendation of the Academic Council of the University.