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**REGULATION ON ORGANIZATION AND ACTIVITIES OF FACULTY METHODICAL BEAURAU**

**1. Basic provisions**

1. Present Provision establishes unified requirements for organization of academic activities of the al-Farabi Kazakh National University implementing professional academic programs of higher and postgraduate education.

2. According to development strategy of the University priority directions of activities of Methodical Office are:

-creation of a unified, organically interconnected, continuous system of university education;

- development of a modern model of a professionals who can successfully compete in the foreign and domestic labor markets;

- providing broad opportunities for different levels of education in accordance with the individual intentions and capabilities of students;

- ensuring the dynamism and adaptability of academic programs at all levels university education;

- implementation of a comprehensive diagnostics of a quality and level of academic services rendered by university on the basis of the experience gained and using the experience of other universities and countries;

- introduction of an effective system for the development and publication of textbooks and teaching aids at publishing house of university and other publishing houses;

- taking measures for further computerization of university activities;

- implementation of trilingual model of education in the State, Russian and one foreign languages (English) and raising the competence level of students up to proper oral communication standards;

Realization of the above mentioned activities requires implementation of new functional-organizational tasks by Methodical Bureau of Faculties.

3. Methodical Bureau is a working body of Faculty which aims to organize, coordinate, and improve teaching work in bachelor degree program, master and doctoral academic programs, to develop academic plans and programs of Faculty, to introduce innovative and computer technologies into training session, to develop individual and distance education, to organize systems of advanced training of the academic staff and preparation of highly qualified competitive staff, to expand types and forms of additional academic services and perform other work according to directions of development strategy of KazNU.

4. During it’s activities the Methodical Bureau of Faculty is guided by regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and KazNU.

5. Composition and number of the members of the Methodical Bureau are determined by Academic Board of Faculty. Members of Methodical Office should be high-qualified teachers actively engaged in the issues of higher education institutions.

Members of Methodical Bureau are committed to participate actively in the improvement of training of a new generation – responsible, dynamic and educated specialists able to develop a market economy.

Management body of the Methodical Bureau consists of a chairman, deputy chairman and secretary who are elected from the members of Methodical Bureau.

6. Chairman of the Methodical Bureau is responsible for:

- organization of work of Methodical Bureau of Faculty;

- compilation and implementation of the methodical bureau plan of work;

-implementation of solutions of Scientific and Scientific-methodical Councils of the university, recommendations of scientific and methodical conferences and round tables of KazNU and Scientific council of the faculty;

- preparation of the annual reports on the work of methodical bureau of the faculty.

7. The vice-chairman of the methodical bureau is responsible for maintaining the documentation, the secretary – for the technical supervision of the documentation.

The following functional duties are assigned to other members of the methodical bureau:

- the organization and holding scientific and methodical seminars on faculty level and participation of academic teaching staff of the faculty in the scientific and methodical conferences of KazNU;

- rendering the consultation assistance to the methodical commissions of the chairs, systematic control of implementation of earlier made decisions of the methodical bureau of the faculty and periodic report on results at the meetings of methodical bureau of the faculty;

- organizing discussions and recommendation of educational and methodical literature, materials of the scientific and methodical conferences to publication, formation of the thematic plan of publishing academic, academic and methodical, scientific literature, standard academic programs and monitoring the provision of educational process by modern academic and scientific literature in Kazakh and Russian languages, including, electronic carriers and organization of work with informants of chairs;

- monitoring the teaching quality of academic disciplines, teaching methodology in the Kazakh language, improvement of curricula, working programs of all forms and terms of training, quality of the content of test tasks, questions for preparation for examinations;

- introduction of new technologies and active forms of education and results of scientific developments of the teachers in educational process;

- organizing the work on creation of methodical basis for full-time, reduced, part-time forms of education, practical and profile preparation in bachelor and master degree programs.

- monitoring the content of current and state attestation examination tasks.

8. Work of methodical bureau is carried out according to the plan, developed for one academic year. When scheduling the work it is necessary to be guided by Development Strategy of university, Informatization Conception, development of science and language preparation in KazNU, plan of work of the Academic council of faculty, and also the plan of work of Department for the academic issues of the university.

9. Meetings of methodical bureau are held depending upon the necessity, but at least once a month. Decisions on the discussed questions at the meetings of methodical bureaus are adopted by open voting and by majority votes of the members of methodical bureau.

10. The methodical bureau periodically reports on the accomplished work on the meetings of the Academic Council of faculty and Scientific and methodical Council of the university, and at the end of the academic year submits the written report to the Academic council of the faculty and methodical bureau of the Department on the academic issues.

11. The recommendations of the methodical bureau which are result of synthesis of work experience of chairs, directed to the improvement of educational process in all forms of education, are discussed and approved by the Academic Council of the faculty.

12. For ensuring effective activity of methodical bureau the faculty provides:

- the room for holding meetings methodical bureau and implementation of the current work;

- the safe for storage of documentation of the methodical supervision;

- the computer for technical supervision of educational and methodical documentation.

**2. Main areas of work of methodical bureau**

The content of work of methodical bureau of the faculty is defined by specific tasks of the university and faculty.

Main areas of work of methodical bureau:

13. Improvement of system of planning and organization of educational process.

1). Further improvement of concepts and basic provisions of the multilevel training of specialists.

2) Informatization of educational process.

3) Coordination of educational and methodical work of chairs on realization of the working academic plan of specialty. Analysis and systematic updating basic study plans and working study programs on disciplines for all forms of education.

4) Quality control of the test tasks on disciplines, examination questions.

14. Improvement of quality of teaching matters.

1) Control of compliance of the list and contents of programs of disciplines to the [State Educational Standard](http://www.multitran.ru/c/m.exe?t=6891211_1_2), Experimental educational program, and Specification of an educational program, profile training of specialists.

2) Monitoring the coherence of programs and consistency of the disciplines taught in bachelor and master degree programs.

3) Monitoring the planning and carrying out open lectures and reciprocal visiting of classes by academic staff members of the chairs. Attendance of the representative from methodical bureau in open lectures of teachers and analysis the advantages and disadvantages of the lectures.

4) Work with young teachers, organization and giving open lectures and seminars for them by experienced teachers of the faculty.

5) The current check and analysis of the educational and methodical complexes and syllabus on disciplines of the curriculum.

15. Improvement of the methods of teaching in the Kazakh language.

1) Realization of the state language policy and performance of strategic objectives of language preparation at university.

2) Visit and analysis of lectures, seminars and other types of classes given by teachers in the Kazakh language.

3) Check of educational and methodical complexes and syllabuses on disciplines of the curriculum on the Kazakh language.

4) Monitoring of provision of educational process by textbooks, manuals and other educational and methodical literature in the Kazakh language.

16.Planning publication of educational methodical literature. Making and monitoring the implementation of the plan of publication of academic and educational-methodical literature, standard educational programs, informing the teaching staff of the faculty and stimulation of the teaching staff to participate in the scientific and methodical conferences.

17. Provision of training field-specific specialist by educational documentation (consideration and approval of internship).

18. Introduction of new technologies, active forms of education, generalization and dissemination of experience of teachers-innovators.

19. Organization of teachers activities on creating methodical materials for part-time, evening and reduced forms of education.

20. Organization and monitoring introduction of teachers’ scientific innovations into educational process and formalization of the Introduction Act.

21. Monitoring the provision of educational and scientific literature into the modern educational process, including electronic textbooks.

In case of disapproval of the thesis (project) the research supervisor does not sign the work, but writes a written response where proves the decision on not admitting the thesis (project) to defense.

Appendix 2a

(for the disciplines of the state obligatory module)

**Foreword**

1. **WORKED OUT**

(Name, degree, rank, compiler (s) name (s) of the department (s))

## REVIEWERS

(Name, degree, title, name of the department)

1. Core Curriculum developed in accordance with the specifications of the educational and professional programs by groups of specialties, "Humanities", "Right", "Services", "Social sciences, economics and business", "Art"

**4 CONSIDERED** at the meeting of the Scientific and Methodological Council of the “\_\_\_\_\_” 2013, the protocol number

Appendix 2b

(for the disciplines of the state obligatory module)

**Foreword**

1. **WORKED OUT**

(Name, degree, rank, compiler (s) name (s) of the department (s))

## REVIEWERS

(Name, degree, title, name of the department)

1. Core Curriculum developed in accordance with the specifications of the educational and professional programs by groups of specialties, "Natural sciences", "Engineering and Technology", "Agricultural Science".

**4 CONSIDERED** at the meeting of the Scientific and Methodological Council of the “\_\_\_\_\_” 2013, the protocol number