

Faculty of Humanities

Working plan of the Philology Department for

2021-2022 academic year



«27» 08 » 2021

Curriculum

1st Semester

No	Activities	Deadline	Responsible
1.	Clarification of subjects according to the curriculum, distribution of hours and preparation of normative documents regulating the educational process	August, January	Head of the Department and lecturers
2.	Complete and revise of working programs, syllabuses	The first half of the year until September 24 Second half of the year until January 30	Head of the Department and lecturers
3.	Appointment of group curators, informing students about the learning process	September 7-15	Head of the Department
4.	Advising students on the educational process, personal issues and registration.	September 8-15 January 20-30	lecturers, supervisor
5.	Organization and control of registration	September, January	Head of the Department and lecturers
6.	Preparing a list of teaching aids, learning materials and missing textbooks	September 7-15	Head of the Department and supervisor
7.	To set schedule	September 7-10	Head of the Department and lecturers
8.	Department meetings	Once a month	Head of the Department
9.	Discussion the use of the OCS system and other platforms by	Starts from September 7	head of the department and lecturers

	lecturers, monitoring participation in webinars.		
10.	Scheduling of lessons (lectures) for mutual visits.	During the academic year	Head of the Department and lecturers
11.	Discussion, approval and presentation to the students of the topics of diploma works of 4th year students	September	Head of the Department and lecturers
12.	Submit thesis topics to the dean's office	October 1	Head of the Department, methodist
13.	Creating a schedule of open lessons (lectures).	During the academic year	Head of the Department, methodist
14.	Assessment of students' subjects and lectures	I half-year - December II half-year - March	Head of the Department
15.	Organization of the 1st defense of diploma works	November 16	Head of the Department
16.	Conducting and monitoring of midterm examinations	November March - April	Head of the Department and lecturers
17.	To acquaint employers with the curriculum, get acquainted and sign contracts	During the academic year	Head of the Department, heads of internship
18.	Meeting with alumni	Twice in an academic year	Head of the Department
19.	Monitoring student attendance and achievement	During the academic year	Head of the Department and lecturers
20.	Discussion of topics of course paper of 2nd and 3rd year students	October	Head of the Department and lecturers
21.	Organization and supervision of 2-3-4 course practices	November	A. Kulzhabaeva, A. Zholchieva
22.	Organization of the 2nd defense of diploma works	December 10	Head of the Department, methodist
23.	Organization and control of winter finals	December	Head of the Department and lecturers
24.	Summarizing the results of the fall semester	January	Head of the Department and lecturers

25.	Distribution of special courses for the spring semester	January	Head of the Department
26.	Preparation of the working program of professional courses for the spring semester and delivery to the department	January 6	Head of the Department and lecturers
27.	Organization and control of registration	January 14 , February 2	
28.	Identification of educational institutions for pedagogical practice of 2-3-4 year students	January 25 , February 6	Head of the Department and lecturers
29.	Consideration of student enrollment	February	Head of the Department and lecturers
30.	Preparation of procedures for internships for 4th year students	February	S.Zhakiva
31.	Organization of the 3rd defense of diploma works	March	Head of the Department and lecturers
32.	Organization and control of spring exams	March 26-30	Head of the Department and lecturers
33.	Organization of refresher courses.	March , April	Head of the Department and lecturers
34.	Approval of the schedule of midterm exams	March , April	Head of the Department and lecturers
35.	Conducting and monitoring of midterm exams	March , April	Head of the Department and lecturers
36.	Organization and conduct of defense of course papers	May	Head of the Department and lecturers
37.	Consideration of teacher recruitment for the next academic year	In May	Head of the Department
38.	Organization and supervision of summer final exams	May	Head of the Department and lecturers
39.	Organization and supervision of a comprehensive state examination for 2 courses	May 20	Head of the Department
40.	Organization and supervision of 2 additional final exams for 4 courses	May 27-28	Head of the Department and lecturers
41.	Clarify the list of 4th year students entering the state examination and send a message to the dean's office	May 29 June 8	Head of the Department
42.	Preparing tickets for the state examination and sent to the dean's office	May 10	Head of the Department

43.	Organization and control of state examination	May, June	Head of the Department and lecturers
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II. Educational and methodical activities

1.	Organization of seminars for lecturers	Every 2 month	Head of the Department and lecturers
2.	Development of teaching methods	During the academic year	Head of the Department and lecturers
3.	Organization of seminars for teachers who went abroad for internship	During the academic year	Head of the Department and lecturers
4.	Completion of syllabuses	At the begining of each semester	Head of the Department and lecturers
5.	Development of curriculum	At the begining of each semester	Head of the Department and lecturers
6.	Organization of educational and methodological conferences	In the academic year	Head of the Department and lecturers

III. Scientific and research activities

1.	Writing scientific articles and publishing it in the RINC journals	One article per semester	Lecturers
2.	Participation in conferences, round tables, trainings on English language teaching methods	During the academic year	Lecturers
3.	Organization of scientific events (conferences, seminars, round tables) with the participation of students	During the academic year	Head of the Department and lecturers
4.	Meeting with the University's International Office	Once per semester	S.Zhakiva
5.	Work with various projects	During the academic year	Head of the Department and lecturers

IV. Educational and cultural activities

№	Activities	Deadline	Responsible
1.	Improving the work of the Talking club	September - May	V.Logosh
2.	Roundtables with employers and graduate students	November 26	Head of the Department
3.	Ch. Aitmatov's birthday party	December 11	N. Kazakova
4.	"Shakespeare's Day"	February 26	A. Kulzhabaeva
5.	Activation of the popular scientific student magazine "El aralyk kalem".	During the academic year	Head of the Department and supervisors
6.	Festival of the English language	During the academic year	All lecturers
7.	Working with international students	During the academic year	B. Aiylchieva S.Zhakisheva
8.	Organization of various subject competitions in groups	During the academic year	All lecturers
9.	Stay in touch with parents of students	During the academic year	Supervisors
10.	Norms of etiquette in public and cultural places	During the academic year	Supervisors
11.	Participation in V-Fund activities	During the academic year	Supervisors
12.	Interviews with students	During the academic year	Supervisors

Head of the Philology Department

Ph.D., Associate Professor



N. A. Kazakova