

**MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF REPUBLIC OF KAZAKHSTAN**

«ESIL UNIVERSITY» INSTITUTION



**Approved by
Rector**

A.A. Taubayev

№ 20/06

2024 г.

**RECTORATE WORK PLAN
for the 2024-2025 academic year**

**Astana
2024**

№ n/a	Issues under consideration	Date of the meeting	Responsible persons, position
1	2	3	4
Session No. 1		August	
1	On preparations for the 25th anniversary of the university		First Vice-Rector-rector for Academic Affairs
2	About the results of the summer semester of the 2023-2024 academic year		Head of the registrar's office
3	Allocation of places and settlement of students in the House of Students		Dean of Student affairs
Session No. 2		September	
1	On the structure and content of the official website of the university as an information resource		Commission
2	On the preparation of the academic building and the House of Students for the winter heating season		head of administrative and economic department
Session No. 3		October	
1	Approval of the action plan for career guidance and RR campaign for 2025-26 academic year.		Head of career guidance department
2	On the organization of non-formal education at the university		Director of the Center for Professional Development
3	On the results of repair works in the building and the House of Students		head of administrative and economic department
Meeting No. 4		November	
1	On compliance of the library fund with the qualification requirements for training directions		Commission
2	On preparation for the educational-methodical conference		First Vice-Rector-rector for Academic Affairs
3	Readiness for the winter examination session at the faculties		Head of Registrar's Office
Meeting No. 5		December	
1	On the progress of preparation for the Republican Subject Olympiad, the Republican Competition of Student Scientific Works 2024 and the intra-university competition of startup projects.		Vice-rector for scientific work and internationalization
2	About financial debts of students of faculties		Deans of faculties
Meeting No. 6		January	
1	On the progress of Esil University admission campaign for 2025-2026 academic year		Head of career guidance department
2	On assessment of employers' satisfaction with the quality of graduates' training		Director of the Career Center

1	2	3	4
Meeting #7		February	
1	On the activities of the Center for Inclusive Education (CIE)		Head of the Inclusive Education Center
2	On the level of employment of Esil University graduates		Director of Career Center
Meeting No. 8		March	
1	About organization of "Career Week" and distribution of full-time graduates who studied under the state educational order.		Director of the Career Center, deans of faculties
2	On the organization of academic mobility of teaching staff and students at the University		Head of international department
Meeting No. 9		April	
1	Readiness of faculties for the work of the Attestation Commission for the defense of final qualification works		Deans of faculties
2	Readiness for the summer examination session at the faculties		Head of the Office of the Registrar (OR)
Meeting No. 10		May	
1	About the results of work of the commissions on quality assurance at the faculties		Commission
2	About the results of the questionnaire on the quality of lecturers' teaching at the university		Head of Quality Assurance and Strategic Analysis Department
Meeting No. 11		June	
1	On preparation for the new academic year 2024-2025		First Vice-Rector-rector for Academic Affairs
2	On the organization of the summer semester		Head of the Office of the Registrar (OR)
3	Approval of reports and work plans of structural subdivisions for the 2025-2026 academic year		Commission
4	On fulfillment of the Rectorate's decisions for the 2024-25 academic year		Scientific Secretary
5	Approval of the Rectorate Work Plan for the 2025-2026 academic year		Rector

Note:

1. The agenda of the Rectorate may include and may require an extraordinary meeting issues related to the decisions, letters, documents adopted by higher authorities, as well as issues arising in the course of the University's activities that require prompt resolution, etc..

2. If necessary and depending on the circumstances (illness, business trip, etc.), the issues of the plan may be postponed from one meeting to another.

3. The Rectorate meeting day is the second Thursday of the month, 15.00 hours.

The work plan of the Rectorate was considered and approved at the meeting of the Rectorate dated June 20, 2024 (Minutes No. 11).