

«Agreed»
 At the Scientific Council of KBF
 Protocol №. 2
 «13» 09 2020

«I approve»
 Director of KBF
 Ph.D., Assoc. Kasmambetov H.T.
 «13» 09 2020



LEARNING PLAN

№	Activities	Terms of execution, presentation	Responsible persons
1	Preparation of an information package for 1st-year students	August	educational department
2	Development, approval, correction of the RUP, correction of the schedule of the UP	August	Training Division, head of department head DSPE
3	Activities for organizing the beginning of the academic year for students:		Training Division, head of department head DSPE
	- conducting an introductory week with 1st year students;	August	
	- formation of the composition of 1st year academic groups, appointment of curators and academic advisors;	until September 1	
	- holding the "Day of Knowledge";	until September 1	
	- holding a general meeting with students of all courses of HPE and SSE;	September 1	
	- registration and issuance of student cards and grade books;	until September 10	
4	Organization of work on the transfer and restoration of KBF students	August-September, January-February	Director, Academic Department, Translation and Restoration Commission
5	Approval of the schedule of training sessions for the 1st half of the year	September	Director
6	Issuance and execution of group journals, instruction on their maintenance	until September 12	Training Division
7	Selection and appointment of heads of educational groups. Organizing and conducting curatorial meetings	until September 12	Training Division, responsible for working with curators
8	Organization of registration for the fall semester	until September 19	Training Division and academic advisers
9	Conducting a meeting in groups (in courses) about the duties and rights of students, about the internal regulations	September	Director, Training Division, head of department head DSPE curators
10	Monitoring the implementation of curricula, programs	during academic year	Training Division
11	Preparation for accreditation of OP KBF	сентябрь-декабрь	Director, Training Division, head of department head DSPE
12	Organization of professional development of teaching staff and employees	during academic year	Director, RQ

13	Organization of work on mutual attendance of classes by teachers	during academic year	Training Division, head of department head DSPE
14	Monitoring the conduct of training sessions and student attendance. Taking measures to increase student attendance	during academic year	Training Division
15	Organization of control of payment for tuition by students	weekly	head of department head DSPE curators
16	Monitoring the current progress in study groups	on schedule educational process	Training Division, head of department head DSPE, responsible for quality
17	Organization of pre-registration for the spring semester	November	Training Division and academic advisers
18	Organization of control over the maintenance of group journals by group leaders, teachers	monthly	Training Division curators
19	Organization and conduct of intermediate (semester) certification of students (sessions): - bringing to the attention of students the list of exams; - scheduling of intermediate (semester) certification of students (sessions); bringing to the attention of students and teaching staff; - admission of students to intermediate (semester) certification	December, May	Training Division, head of department head DSPE, responsible for quality
20	Results of examination sessions.	February, June	Director, Training Division, head of department head DSPE, responsible for quality
21	Consideration of the results of examination sessions at the Scientific Council of the KBF	according to the schedule of the educational process, 2 weeks before the start of practice	Training Division, head of department head DSPE
Organization and conduct of the Comprehensive State Exam on the history of Kyrgyzstan, geography of Kyrgyzstan, Kyrgyz language and literature:			
22	- composition report SAC	a month before the start of work of the SAC	Director, Training Division, head of department head DSPE
	- approval of the composition of the SAC to the Ministry of Education and Science of the Kyrgyz Republic;	in 2 weeks before the start of work of the SAC	inspector educational department of KSTU
	- draft schedule of the SAC meeting;	in 2 weeks before the start of work of the SAC	Director, Training Division, head of department head DSPE
	- preparation of a summary certificate on the implementation of the curriculum by students	in 1 weeks before the start of work of the SAC	Training Division
Organization and conduct of the State exam in the field of training:			
23	composition report SAC	a month before the start of work of the SAC	Director, Training Division, head of department head DSPE

	- approval of the composition of the SAC to the Ministry of Education and Science of the Kyrgyz Republic;	in 2 weeks before the start of work of the SAC	inspector educational. Department of KSTU
	- draft schedule of the SAC meeting;	in 2 weeks before the start of work of the SAC	Director, Training Division, head of department head DSPE
	Organization and implementation of the defense of final qualifying works:		
	- composition report SAC;	a month before the start of work of the SAC	Director, Training Division, head of department head DSPE
	- approval of the composition of the SAC to the Ministry of Education and Science of the Kyrgyz Republic;	in 2 weeks before the start of work of the SAC	inspector educational. Department of KSTU
24	- draft schedule of the SAC meeting	in 2 weeks before the start of work of the SAC	Director, Training Division, head of department head DSPE
	- preparation of a summary certificate on the implementation of the curriculum by students;	in 2 weeks before the start of work of the SAC	Training Division
	- report of the chairman on the work of the SAC;	within a week after the end of the work of the SAC	Training Division, head of department head DSPE
	- submission to the personnel department of a report on graduates of the university;	for the last weeks of SAC work	Training Division
	- a report on students about expulsion or passing of repeated final certification tests.	within a week after the end of the work of the SAC	Training Division
25	Analysis of the employment of graduates	during academic year	responsible for work for employment
26	Organization and conduct of the solemn presentation of educational documents to graduates	July	Director, Training Division, head of department head DSPE
27	Preparing for a new recruitment of students. Conducting an "Open Doors Day". Preparation and replication of vocational guidance materials.	during a year February-March (according to the work plan of the admissions committee)	Director, Training Division, head of department head DSPE
28	Report on the implementation of the study load for the 2020-2021 academic year. Annual report on the work of the KBF for the current academic year	July	Director, Training Division, head of department head DSPE
29	Organization and implementation of activities to prepare for the new academic year	June July	Director, Training Division, head of department head DSPE

Chief specialist ED

Abdieva Z.E.