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| **Protocol number and date** | **Issues covered** | **Decision of the Academic Council** |
| Protocol No. 9  December 19, 2023. | 1. Analysis of the teaching load of teaching staff for the 1st trimester of the 2023–2024 academic year  *Speaker: Soltan G.Zh., Director of the Department of Academic Activities* | 1. Approve the report on the implementation of the teaching load of teaching staff for the 1st trimester of the 2023–2024 academic year. 2. Planning of the teaching load for the 2024-2025 academic year should be carried out taking into account the introduced disciplines through Coursera, Online Academy.   *Responsible: Directors of EP departments, Director of the Department of Academic Activities.*  *Term: until May 20, 2024.*   1. To approve at a meeting of the educational and methodological council a list of disciplines whose training sessions will be organized through the Coursera and Online Academy platforms.   *Responsible: Directors of EP departments, Director of the Department of Academic Activities.*  *Term: until May 20, 2024.*  4. Directors of EP departments should make a complete distribution of the volume of academic work according to the teaching staff (hours allocated for the examination, independent work of the student).  *Responsible: Directors of Educational Program Departments.*  *Term: until December 25, 2023*. |
| 2. Educational, methodological, material and technical support of educational programs of the Department of Computer Engineering  *Speaker: Department of Computer Engineering* | 1. To consider the information.  2. Ensure the purchase of equipment for S1.1.260Р Computer Service Lab.  *Responsible: Financial Director, Purchasing Department, Director of the Computer Engineering Department.*  *Term: until January 10, 2024*. |
| 3. On the organization of the educational process in the autumn trimester of the 2023–2024 academic year: problems and solutions  *Speaker: Syzdykova Z.A., dean* | 1. To consider the information. 2. Develop a Roadmap for optimizing the business processes of the dean’s office.   *Responsible: Syzdykova Z.A., dean.*  *Term: until December 30, 2023.* |
|  | 4. About the work of the Psychological Consulting Center  *Speaker: Kumalakov B.A., Vice-Rector for Academic and Educational Work* | 1. Due to the absence (sick leave) of the speaker, consideration of the issue is postponed to the next meeting of the Rectorate. |
|  | 5. Report on research work of EP departments for 2023  *Speaker: Directors of EP departments* | 1. To consider the information. |
|  | 6. On the progress of implementation of the Plan for the procurement of goods, works and services of Astana IT University  *Speaker: Aryn A.M., financial director* | 1. Announce a reprimand to the Financial Director due to failure to prepare materials. 2. In connection with changes in the organizational structure of the University, make appropriate changes and additions to the Regulations on structural divisions and Job Descriptions.   *Responsible: Amandykov A.K. Director of the Department of Human Resources, Aryn A.M., Financial Director, Legal Department, Azylkiyasova Zh., Zhakiev N.K., Director of the Department of Science and Innovation, Directors of Educational Program Departments, Department of Strategy and Corporate Governance.*  *Term: until January 5, 2024.*   1. Prepare a Plan for the procurement of goods, works and services of Astana IT University for approval.   *Responsible: Aryn A.M., Financial Director.*  *Term: until January 12, 2024.* |