

**“APPROVED”**  
**Rector of the EI “RMU”**  
**cand. of med. sciences**  
**M.Ch. Aлымkulov**



### **Work Plan of the Department of Clinical Disciplines for the 2024–2025 Academic Year**

<b>No. Types of Work</b>	<b>сроки выполнения / Timeline</b>	<b>Responsible Persons</b>
1 Formation of the department staff	August, September	Head of the Department
2 Preparation of the department work plan and its approval at the department meeting	September	Head of the Department
3 Calculation and distribution of teaching workload among faculty members, readiness of the department for the new academic year	August– September	Head of the Department, all department staff
4 Discussion of the following plans: - department work plan; - department meeting plan; - faculty professional development plan; - work plan of the department methodological group; - research activities; - students' research activities	September	Head of the Department, specialist, and all department staff
5 Development of schedules: - calendar and module schedules; - make-up class schedules; - independent study schedules	September	Head of the Department, specialist, and all department staff
6 Preparation for institutional accreditation by ААОПО	September– December	Head of the Department,

No. Types of Work	сроки выполнения / Timeline	Responsible Persons
7 Preparation of the university clinic classrooms for the beginning of the academic year: allocation of classroom facilities, provision of inventory, preparation of requests for educational materials and equipment	September	specialist, and all department staff  All department staff