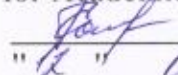


I approve
the acting member of the Board – Vice-
Rector
for Academic Affairs

 G.E. Samashova
"12" "06" 2024

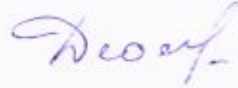
The WORK PLAN
of the registrar's office for the 2024-2025 academic year

No	Name	Deadline	Responsible persons
1	Collection of IUP of 1st – 5th year students	before 30.09.2024	Dyusekeeva A.T., Office registrars
2	Entering into the database of the IS "Univer-2.0" the results of the transfer of disciplines for full-time students who returned from academic leave, transferred from other universities	September 2024, January 2025.	Office registrars
3	The formation of transcripts and duplicates of applications to the diploma in accordance with the requests of the SD	during the year	Dyusekeeva A.T., Office registrars
4	Correction of the database in accordance with the orders on enrollment, transfer, restoration, academic mobility of students	during the year	Office registrars
5	Control and organization of the academic mobility program for bachelor's and master's degrees	during the year	Director of IC, Udartseva S.M., Sultanova L.M., Dyusekeeva A.T., Alina G.J., Deans of faculties, heads of the department
6	Formation of statements of the first boundary control	October 17 – 18, 2024	Office registrars
7	Control over the grading of BC1	21.10.24 – 26.10.24	Office registrars
8	Analysis of the results of the first boundary control	28.10.24 – 02.11.24	Dyusekeeva A.T., Office registrars
9	Approval of the exam control form	11.11.24 – 16.11.24	Udartseva S.M., Dyusekeeva A.T., Head of the Department
10	Registration of undergraduates of the winter enrollment for the disciplines of the next academic year	04.11.24 – 16.11.24	Dyusekeeva A.T., Sultanova L.M.
11	Collection of draft diplomas and reconciliation of transcripts of graduates of the Master's degree	October 31, 2024	Office registrars
12	Control over the assessment of the 2 boundary control	09.12.24 – 14.12.24	Office registrars
13	Analysis of the results of the 2nd boundary control	16.12.24 – 21.12.24	Dyusekeeva A.T., Office registrars
14	Formation of the winter examination session statements	12.12.24 – 14.12.24	Office registrars
15	Formation of statements for the final certification of undergraduates of the winter set	23.12.24 – 31.12.25	Office registrars
16	Registration for the summer semester	30.12.24 – 04.01.25	Dyusekeeva A.T., Sultanova L.M., Korshakova A.M.

17	Formation of statements and control over grading by order of additional training in the summer semester	06.01.25 – 15.02.25	Office registrars
18	Formation of the RC1 statements of the spring semester (final year)	06.02.25 – 08.02.25	Office registrars
19	Monitoring the preservation of grades RC1 of the spring semester (final year)	10.02.25 – 15.02.25	Office registrars
20	Formation of the RC1 statements of the spring semester (bachelor's, master's, doctoral studies)	27.02.25 – 01.03.25	Office registrars
21	Monitoring the preservation of RC1 ratings	03.03.25 – 08.03.25	Office registrars
22	Analysis of the results of RC1 undergraduate students	10.03.25 – 15.03.25	Dyusekeeva A.T. Office registrars
23	Monitoring the preservation of RC2 grades (final year)	17.03.25 – 22.03.25	Office registrars
24	Registration for the disciplines of the next academic year	03.03.25 – 15.03.25	Deans Borovkova E.V. Dyusekeeva A.T.
25	Formation and control over the preservation of the statements of the summer examination session (final year)	24.03.25 – 29.03.25	Office registrars
26	Adding RUPS to the Univer-2.0 IP database for recruitment in 2024	April 2025	Office registrars
27	Acceptance of drafts of diplomas, copies of identity cards, verified and verified transcripts in three languages	April 30, 2025	Office registrars
28	Monitoring the preservation of RC2 ratings	21.04.25 – 26.04.25	Office registrars
29	Analysis of the results of RC2 students	28.04.25 – 03.05.25	Dyusekeeva A.T. Office registrars
30	Formation of examination sheets for students	24.04.25 – 26.04.25	Office registrars
31	Analysis of the results of the summer examination session of students	19.05.25 – 24.05.25	Dyusekeeva A.T. Office registrars
32	Checking the entered data on graduates in the Univer-2.0 IP database	03.02.25 – 03.05.25	Dyusekeeva A.T. Office registrars
33	Formation of statements of protection of final works	12.05.25 – 28.06.25	Office registrars
34	Acceptance of documents and the formation of an order for the re-study of disciplines, academic differences in the summer semester	19.05.25 – 31.05.25	Dyusekeeva A.T. Kaztayeva S.H.
35	Printing of diploma applications in three languages	12.05.25 – 30.06.25	Dyusekeeva A.T. Office registrars
36	Development of the Academic Calendar for the 2025-2026 academic year	May 2025.	Udartseva S.M., Sultanova L.M., Dyusekeeva A.T. Alina G.Zh.
37	Preparation of the order "On the procedure for organizing the educational process, conducting intermediate and final certification for the 2025/2026 academic year"	June 2025	Udartseva S.M., Sultanova L.M., Dyusekeeva A.T., Alina G.Zh.
38	Preparation of summary statements for applicants to the military department	June 2025	Deans, Office registrars
39	Formation and control over the preservation of the records of the summer examination session of graduate and doctoral students (winter enrollment)	02.06.25 – 28.06.25	Office registrars
40	Transfer of applications to the deans for the diplomas of graduates in 2025	June 29, 2025	Dyusekeeva A.T. Office registrars

41	Filling out academic calendars for the 2025-2026 academic year	June 2025	Office registrars
42	Formation of statements and control over grading by order of additional training in the summer semester	14.07.25 – 09.08.25	Office registrars
43	Analysis of the progress of additional training	11.08.25 -16.08.25	Dyusekeeva A.T. Office registrars

Head of the OR



Dyusekeeva A.T.