

«Reviewed»

by the Academic and Methodological Council
of Adam University

Minutes № 1

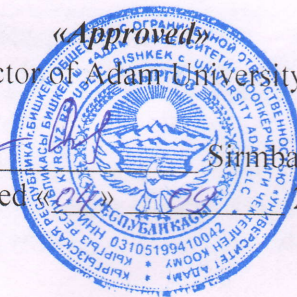
dated «04» 09 2025y.

«Approved»

Rector of Adam University

Simbard S.R.

dated «04» 09 2025y.



WORK PLAN

of the Academic and Methodological Council of Adam University for the 2025–2026 Academic Year

No.	Agenda Items	Timeframe	Responsible for Preparation	Speakers
1	1. Approval of the AMC membership for the 2025–2026 academic year. 2. Approval of the AMC work plan of Adam University for the 2025–2026 academic year. 3. Approval of the membership and work plan of the AMC of the Higher School of Medicine (HSM) for the 2025–2026 academic year. 4. Review and approval of teaching and methodological packages (TMP) for the first semester for all disciplines of curricula in all fields and specialties.	September	AMC Secretary	AMC Chair AMC Chair Chair of the AMC of HSM Program and Department Heads
2	1. Results of the State Final Attestation (SFA) and student internships for the 2024–2025 academic year. 2. Review and approval of thesis and master's project topics for bachelor's and master's degree students. 3. Discussion and approval of the publication plan for textbooks and teaching materials for the 2025–2026 academic year.	October	Program Heads, Dean's Office of HSM Program Heads Program and Department Heads	Program Heads, Deputy Dean for Clinical Affairs of HSM Program Heads Program and Department Heads
3	1. Discussion of the results of the admission campaign (Bachelor's, Master's, PhD programs). 2. Miscellaneous. 2.1. Report of HSM academic staff on the use of the MOODLE platform in the educational process (quality of uploaded teaching materials, interaction with students via the platform, student use of the platform for the discipline).	November	Admissions Committee; Department Heads and HSM Academic Staff	Executive Secretary of the Admissions Committee; HSM Academic Staff
4	1. Updating assessment tools for disciplines. 2. Analysis of midterm assessment results. 3. Preparation for the winter examination session and SFA. 4. Miscellaneous. 4.1. Report of academic staff of the Economics, Management and Technology (EMT) and Information Technologies and Digital Education (ITDE) programs on the use of the MOODLE platform in the educational process.	December	Program and Department Heads; Academic Office; Dean's Office of HSM Heads of the programs "Economics, Management and Tourism" and "Information Technology and General Education Disciplines"	Program and Department Heads, Head of Academic Office, Dean of HSM, Deputy Dean for Academic Affairs; EMT and ITDE Academic Staff

No.	Agenda Items	Timeframe	Responsible for Preparation	Speakers
5	1. Monitoring of methodological work of HSM programs and departments: availability and quality of TMPs. 2. Review and approval of TMPs for the second semester for all disciplines of curricula in all fields and specialties.	January	Programs and Department Heads of HSM	Programs and Department Heads of HSM
6	1. Report of HSM, programs and departments on academic and methodological work for the first semester of the 2025–2026 academic year. 2. Results of the winter examination and credit session for the 2025–2026 academic year.	February	Dean's Office of HSM; Program and Department Heads Academic Department, Dean's Office of the Higher School of Medicine	Head of the Academic Office Head of the Academic Department, Deputy Dean for Academic Affairs
7	1. Monitoring the use of the LMS Moodle by Adam University academic staff in the educational process. 2. Involvement of academic staff in the development and implementation of e-learning courses.	March	Dean's Office of HSM; Programs and Department Heads; IT Office	Head of the IT Office
8	1. Updating programs and disciplines in accordance with the requirements of the professional community, including medical institutions. 2. Involvement of practicing specialists in the educational process. 3. Feedback from internship bases and clinical specialists.	April	Program and Department Heads of HSM; Deputy Dean for Clinical Affairs; Head of the Clinical Center	Program and Department Heads of HSM; Deputy Dean for Clinical Affairs; Head of the Clinical Center
9	1. Approval of amendments to working curricula for all programs and levels for the 2026–2027 academic year. 2. Approval of the list of elective courses for the 2026–2027 academic year. 3. Discussion and approval of educational programs for the new academic year in accordance with updated professional training requirements. 4. Organization and preparation for final state certification	May	Program and Department Heads of HSM; Academic Office	Head of the Academic Office; Dean of HSM
10	1. Summary of the AMC's activities for the 2025–2026 academic year. 2. Preliminary results of academic workload fulfillment and individual plans of academic staff for the 2025–2026 academic year.	June	Program and Department Heads of HSM; Academic Office	Chair of the AMC