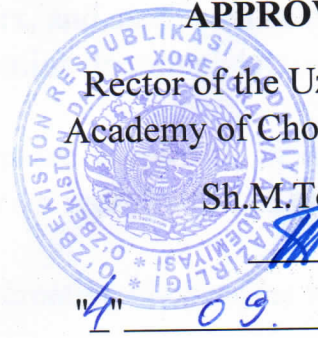


APPROVED BY

Rector of the Uzbek State
Academy of Choreography

Sh.M.Toxtasimov



"4" 09. 2023

REGULATIONS

of the Department of Choreography Pedagogy at the Uzbek State Academy of Choreography

Developed based on the Law of the Republic of Uzbekistan on Education dated September 23, 2020, the Decree of the President of the Republic of Uzbekistan PQ-4585 dated February 4, 2020, "On measures to radically improve the system of training highly qualified personnel in the field of dance art and further develop scientific potential," the Decree of the President of the Republic of Uzbekistan PQ-2909 dated April 20, 2017, "On measures to further develop the higher education system," the Decree of the President of the Republic of Uzbekistan PQ-3151 dated July 27, 2017, "On measures to further expand the participation of economic sectors and industries in improving the quality of training of highly qualified specialists," and the Decree of the President of the Republic of Uzbekistan PQ-3775 dated June 5, 2018, "On additional measures to improve the quality of education in higher education institutions and ensure their active participation in the comprehensive reforms being carried out in the country," as well as the Regulation "On the Department of Higher Education Institution" by the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan dated May 30, 2008, and the Regulation "On organizing the activities of departments and assessing the activities of department heads in higher education institutions" approved by Order No. 267 dated April 28, 2017.

I. General Rules

1. The Department of Choreography Pedagogy is a structural unit of the Faculty of Choreography Art, where educational, methodological, research activities, as well as training, professional development and retraining of scientific and scientific-pedagogical personnel, and organizational-methodological, moral-educational works are carried out.

The Department of Choreography Pedagogy hereinafter referred to as the department.

2. The department includes professors, teachers, and staff such as the head of the department, professor, associate professor, senior lecturer, lecturer, junior lecturer, and head of the office.

3. Professors and teachers of the department are employed in accordance with the Regulation "On the procedure for competitive recruitment of pedagogical staff in higher education institutions."

4. The department may have educational and creative classrooms and offices to support educational and research processes.

II. Organization and Management of the Department

5. The department is established with at least seven teachers, one of whom usually holds a scientific degree of Doctor of Science or a scientific title of Professor, and at least two hold a scientific degree of Candidate of Science or a scientific title of Associate Professor.

6. The department is subordinate to the dean of the faculty and the vice-rector for academic affairs.

7. The structure and staff of the department are approved by the rector of the higher education institution.

8. The department is usually headed by a head of the department who has a scientific degree of Doctor of Science, Candidate of Science, and holds a scientific title of Professor or Associate Professor, and who has been competitively selected by the Council of the higher education institution according to the established procedure their material and moral incentives, and disciplinary measures in accordance with the established procedure.

III. Duties of the head of the department

9. Head of the department:

directly organizes and manages the work of the department;

participates in the discussion and resolution of issues related to the activity of the department at the level of a higher educational institution;

approves the work plan of the department, personal work plans of professors and employees, and other documents within the scope of the department's activities;

the department distributes educational workloads to pedagogic staff and monitors their timely and high-quality performance;

establishes and regularly develops cooperation with production organizations;

submits proposals to the management of UzDXA about hiring, firing and assigning employees to new tasks, moral and material incentives, as well as taking disciplinary measures;

It requires the relevant service units of O'zDXA to provide the necessary conditions for conducting the educational and scientific-creative process at the required level;

the personal work plan of the head of the department is approved by the dean of the faculty and the vice-rector for academic affairs;

prepares the report of the department on the activities of the academic year in the specified order and terms, reports at the meetings of the Scientific Council;

IV. Organization of the Department's Activities

10. The department's activities are carried out in accordance with long-term and annual (yearly) plans, covering educational, methodological, scientific-creative, moral-ethical, educational, and organizational-methodological work. These plans and other tasks related to the department's activities are discussed at meetings chaired by the head of the department. Employees from other departments and higher education institutions may be invited to the department's meetings.

Personal work plans of professors, teachers, and staff are the main documents and include educational, scientific-research, scientific-methodical, and moral-educational work. The degree of implementation of personal work plans is considered a key criterion during the selection and recommendation processes for positions.

11. The main areas of the department's activities include:

Reviewing the educational, methodological, research, moral-educational, and organizational-methodological work in the personal work plans of the department's teachers; studying, generalizing, and disseminating best practices of experienced teachers;

Training highly qualified, competitive personnel meeting the high moral and ethical standards of developed democratic countries;

Regularly conducting comparative analyses and improving the State Educational Standards, curricula, and programs in the department's specialties and areas, in line with the education programs of advanced foreign countries;

Developing educational programs for the department's subjects and submitting them for approval according to the established procedure, as well as reviewing and providing feedback on educational programs prepared by related departments;

Preparing textbooks, teaching aids, methodical manuals, providing reviews for reprinted textbooks, teaching aids, and methodological literature;

Conducting various types of classes included in the curricula for the subjects of higher education according to the State Educational Standards, ensuring the quality of education;

Supervising students' practical training, course projects (works), final qualification works, master's dissertations, and scientific-creative works;

Ensuring and controlling the objective and fair assessment of students' knowledge;

Selecting and nurturing talented students, including preparation for participation in various competitions, science Olympiads at the national and

international levels, and for scholarships such as the President of the Republic of Uzbekistan Scholarship, and named state scholarships;

Implementing modern pedagogical and information-communication technologies, providing practical assistance to young teachers in mastering pedagogical skills, effectively using modern teaching techniques in classes, individual teaching methods, and independent learning methods, and making proposals for organizing classes in specially equipped computer classrooms;

Maintaining regular contacts with graduates, conducting graduate monitoring;

Ensuring full and high-quality conduct of practical classes in the subjects taught by the department and attracting sponsors for modern equipment of special departmental classrooms;

Continuously updating the higher education institution's information resource center with new educational and methodological literature related to the department's educational directions and specialties;

Developing and implementing necessary measures to enhance the department's scientific potential;

Conducting fundamental and applied research, developing scientific and practical schools in our country in promising, high-tech areas of science, strengthening cooperation with leading foreign higher education and scientific-creative centers;

Carrying out scientific-practical and creative work according to the approved plan, discussing completed scientific-practical and creative works, recommending them for publication, and introducing their results into production, ensuring effective integration of education, science, and production.

12. The department should have the following documents:

Normative-legal, educational-methodological, and other documents necessary for the department's activities;

Work plans and reports covering educational, educational-methodological, scientific-methodological, research, and moral-educational work;

Educational loads, personal work plans of the department members, reports on their implementation;

Journals for recording lessons conducted by professors and teachers;

Journals for recording students' knowledge control in the subjects relevant to the department;

A list of the department staff with personal data;

Minutes of meetings.

Note: This "REGULATIONS" were approved at the meeting of the Council of the Uzbek State Academy of Choreography on “__”, 2023 (protocol №).