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| **ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ**  **ІМЕНІ СЕМЕНА КУЗНЕЦЯ** | | | | | | |  | | |
| (повне найменування вищого навчального закладу) | | | | | | |  | | |
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|  |  |  |  |  | **ЗАТВЕРДЖУЮ** | |  | | |
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|  |  | **Завідувач кафедри** | | | | |  | | |
|  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | |
|  |  |  | (назва кафедри) | | | | | |  | |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  | | |
|  |  |  |  | (підпис) (прізвище та ініціали) | | |  | | |
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|  |  |  |  |  | | "\_\_\_\_"\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ року |  | | |
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| **ПЛАН РОБОТИ КАФЕДРИ** | | | | | | | | |  | |
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|  | **(назва кафедри)** | | | | | | | |  | |
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| **План обговорено і схвалено на засіданні кафедри**  **протокол від "\_\_" \_\_\_\_\_\_\_\_\_ 20\_\_ року №\_\_** | | | | | | | | | |
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| **1. КОРОТКА ДОВІДКА ПРО КАФЕДРУ** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **1.1.** Штат науково-педагогічного (педагогічного) персоналу кафедри на | | | | | | | | | | | | | | | | | | | | | | | | | | |
| навчальний рік затверджено у кількості\_\_\_\_\_ ставок, із них: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
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| Всього ставок | | Розподіл за джерелами фінансування | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| загальний фонд | | | | | | | | | | спеціальний фонд | | | | | | | | | | | | | | | | | | | | | | | |
| Всього | | у тому числі | | | | | | | | Всього | | | у тому числі | | | | | | | | | | | | | | | | | | | | |
| профе-сорів | | доцен-тів | ст. вик-ладачів | | викла-дачів | | | профе-сорів | | | | доцентів | | | | | ст. викла-дачів | | | | викла-дачів | | | | | | | |
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|  | **1.2.** Штат навчально-допоміжного персоналу затверджено у кількості \_\_\_\_\_ ставок | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | У момент складання плану роботи кафедри: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | штат НДС і НДЛ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ осіб; | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | докторантів \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ осіб; | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | очних аспірантів \_\_\_\_\_\_\_\_\_\_\_\_\_ осіб; | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | заочних аспірантів \_\_\_\_\_\_\_\_\_\_\_\_\_ осіб; | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | здобувачів \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ осіб. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Всього на кафедрі \_\_\_\_\_\_\_\_\_\_\_\_\_\_ особи. | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **1.3.** У розпорядженні кафедри знаходяться приміщення загальною площею \_\_\_\_\_\_\_ кв. м., | | | | | | | | | | | | | | | | | | | | | | | | | | |
| у тому числі: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | навчальних лабораторій \_\_\_\_\_\_\_\_\_\_ кімнат площею \_\_\_\_\_\_\_\_\_\_ кв. м.; | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | комп`ютерних класів \_\_\_\_\_ шт., площею \_\_\_\_\_\_\_\_ кв.м., з кількістю \_\_\_\_ комп`ютерів типу \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | лабораторій НДС \_\_\_\_\_\_\_\_\_\_ кімнат площею \_\_\_\_\_\_\_\_\_\_ кв. м.; | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | навчальних полігонів \_\_\_\_\_\_\_\_ площею \_\_\_\_\_\_ кв.м. | | | | | | | | | | | | | | | |  |  | | |  | |  | |  |  |  | | |  | |  | | |  | | |  | | |  | |
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|  | | **1.4.** Обсяг навчальної роботи кафедри складає \_\_\_\_\_\_ год., із них:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Семестр | Форма навчання | Читання лекцій | Проведення практичних занять | Проведення лабораторних занять | Проведення семінарських занять | Проведення індивідуальних занять | Проведення консультацій протягом семестру | Проведення екзаменаційних консультацій | Перевірка контрольних (модульних) робіт, що виконуються під час аудиторних занять | Перевірка контрольних (модульних) робіт, що виконуються під час самостійної роботи | Керівництво і приймання індивідуальних завдань: | | | Проведення заліку | Проведення семестрових екзаменів | Керівництво навчальною і виробничою практикою | Участь в ДЕК | Проведення державних екзаменів | Керівництво, консультування, рецензування та проведення захисту дипломних проектів (робіт) | Керівництво аспірантами, здобувачами та стажуванням викладачів | **Всього** | | рефератів, аналітичних оглядів, перекладів | розрахункових, графічних та розрахунково-графічних робіт | курсових робіт і проектів | | **І** | денна |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | вечірня |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | заочна (дистан-ційна) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **разом** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **ІІ** | денна |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | вечірня |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | заочна (дистан-ційна) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **разом** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Всього за рік** | денна |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | вечірня |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | заочна (дистан-ційна) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **разом** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | |
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2. ЗАСІДАННЯ КАФЕДРИ

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| **№**  **п/п** | **Основні питання** | **Строк проведення** | **Відмітка про виконання** |
| **1 семестр** | | | |
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2. ЗАСІДАННЯ КАФЕДРИ

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| **№**  **п/п** | **Основні питання** | **Строк проведення** | **Відмітка про виконання** |
| **2 семестр** | | | |
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3. СЕМІНАРИ МЕТОДИЧНІ

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| **№**  **п/п** | **Теми** | **Виконавці** | **Строк проведення** | **Відмітка про виконання** |
| **1** | **2** | **3** | **4** | **5** |
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4. НАУКОВІ СЕМІНАРИ

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| **№**  **п/п** | **Теми** | **Виконавці** | **Строк проведення** | **Відмітка про виконання** |
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5. МЕТОДИЧНА РОБОТА

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| **№**  **п/п** | **Вид роботи** | **Підсумковий результат (рукопис, друкована праця, обсяг, тираж тощо)** | **Виконавець** | **Строк**  **вико-нання** | **Відмітка про виконання** |
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6. НАУКОВА РОБОТА

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| **№**  **п/п** | **Вид роботи** | **Підсумковий результат (рукопис, друкована праця, обсяг, тираж тощо)** | **Виконавець** | **Строк**  **виконання** | **Відмітка про виконання** |
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7. ОРГАНІЗАЦІЙНА РОБОТА

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| **№**  **п/п** | **Вид роботи** | **Підсумковий результат** | **Виконавець** | **Строк**  **виконання** | **Відмітка про виконання** |
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8. ПІДВИЩЕННЯ ПРОФЕСІЙНОГО РІВНЯ НАУКОВО-ПЕДАГОГІЧНИХ (ПЕДАГОГІЧНИХ) ПРАЦІВНИКІВ

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| **№п/п** | **Форма підвищення професійного рівня** | **Прізвище та ініціали працівника** | **Строк**  **виконання** | **Відмітка про виконання** |
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| 9. ЗМІНИ ДО ПЛАНУ | | | |
| **Дата** | **Розділ** | **Назва змін та доповнень** | **Строк виконання** |
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| 10. ЗАУВАЖЕННЯ ОСІБ, ЯКІ ПЕРЕВІРЯЮТЬ РОБОТУ КАФЕДРИ | | |
| **Дата** | **Зміст зауважень** | **Підпис** |
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11. ПІДСУМКИ ВИКОНАННЯ ПЛАНУ

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| **І семестр** | | |  |  |
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| **ІІ семестр** | | |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | Обговорено і ухвалено на засіданні кафедри,  протокол №\_\_\_\_\_ від"\_\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_ року. | | | | |  |  | | Завідувач кафедри \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | (підпис) (прізвище та ініціали) | | | |