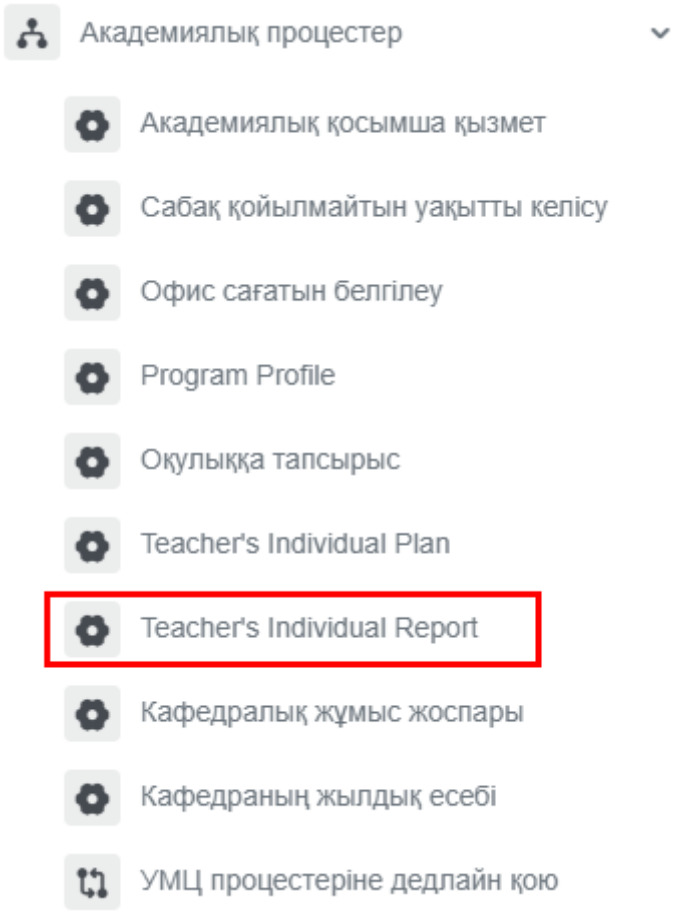
Teacher's Individual Report

Process purpose and use cases
This process is used for instructors to report on their completed work. The report is filled out in the following cases:

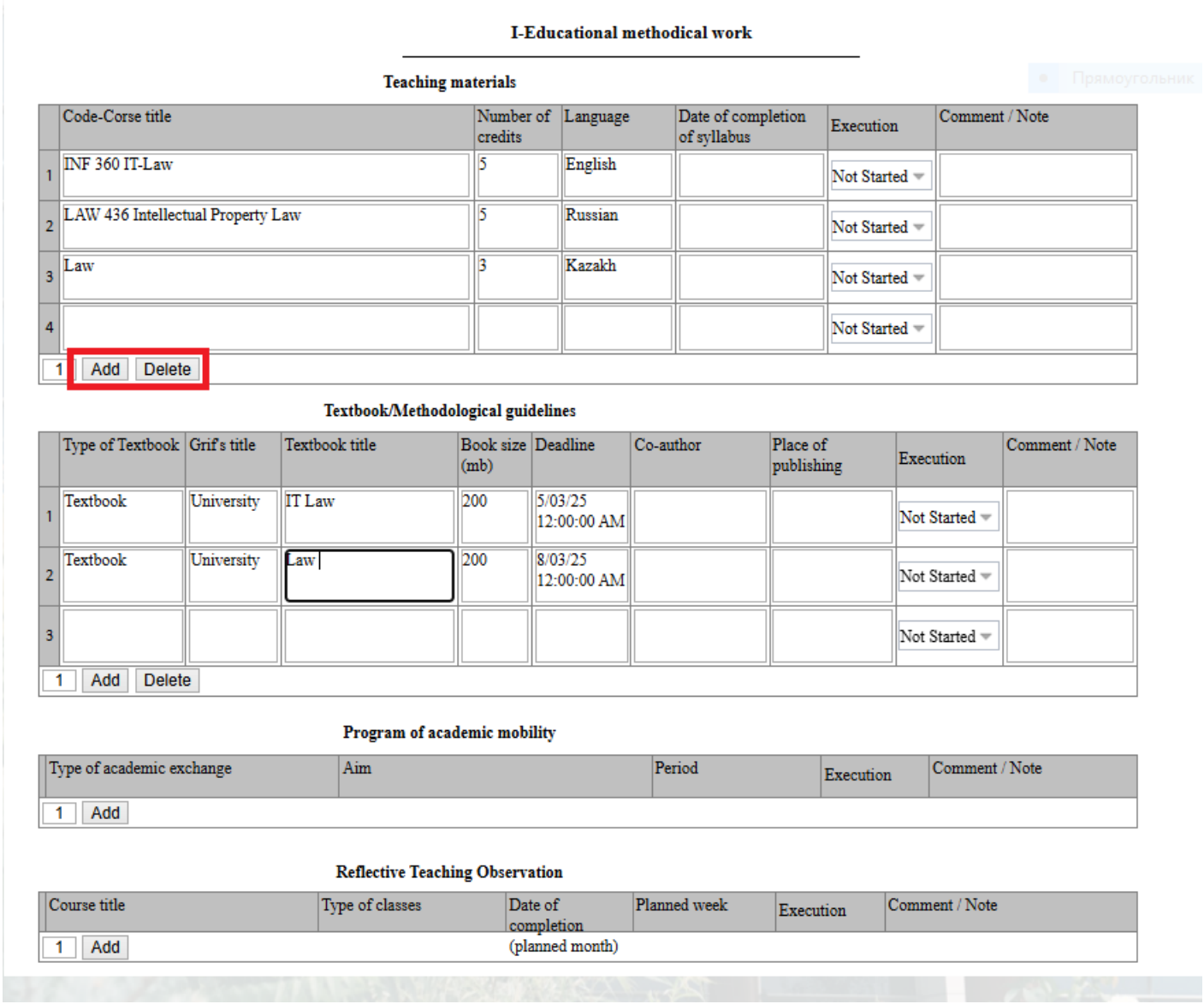
- Submitting a semester work report
- Recording academic, research, and methodological activities
- Presenting work results to the department head

How can I initiate the Teacher's Individual Report process in the BPM system?

1. Go to bpm.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Academic processes → Teacher's Individual Report** process**.**



2. The table will automatically display the plan you filled out at the beginning of the academic year. You can change the current status of your plan: Not Started, In Progress, Completed.



I-Educational methodical work

Teaching materials

	Code-Corse title	Number of credits	Language	Date of completion of syllabus	Execution	Comment / Note
1	INF 360 IT-Law	5	English		Not Started	
2	LAW 436 Intellectual Property Law	5	Russian		Not Started	
3	Law	3	Kazakh		Not Started	
4					Not Started	

1 Add Delete

Textbook/Methodological guidelines

	Type of Textbook	Grif's title	Textbook title	Book size (mb)	Deadline	Co-author	Place of publishing	Execution	Comment / Note
1	Textbook	University	IT Law	200	5/03/25 12:00:00 AM			Not Started	
2	Textbook	University	Law	200	8/03/25 12:00:00 AM			Not Started	
3								Not Started	

1 Add Delete

Program of academic mobility

Type of academic exchange	Aim	Period	Execution	Comment / Note

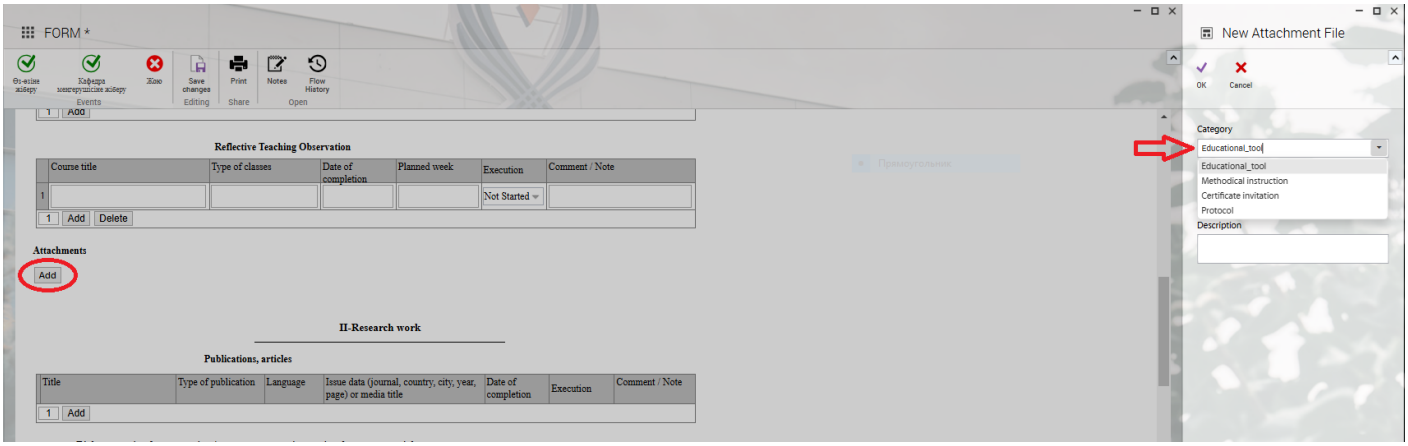
1 Add

Reflective Teaching Observation

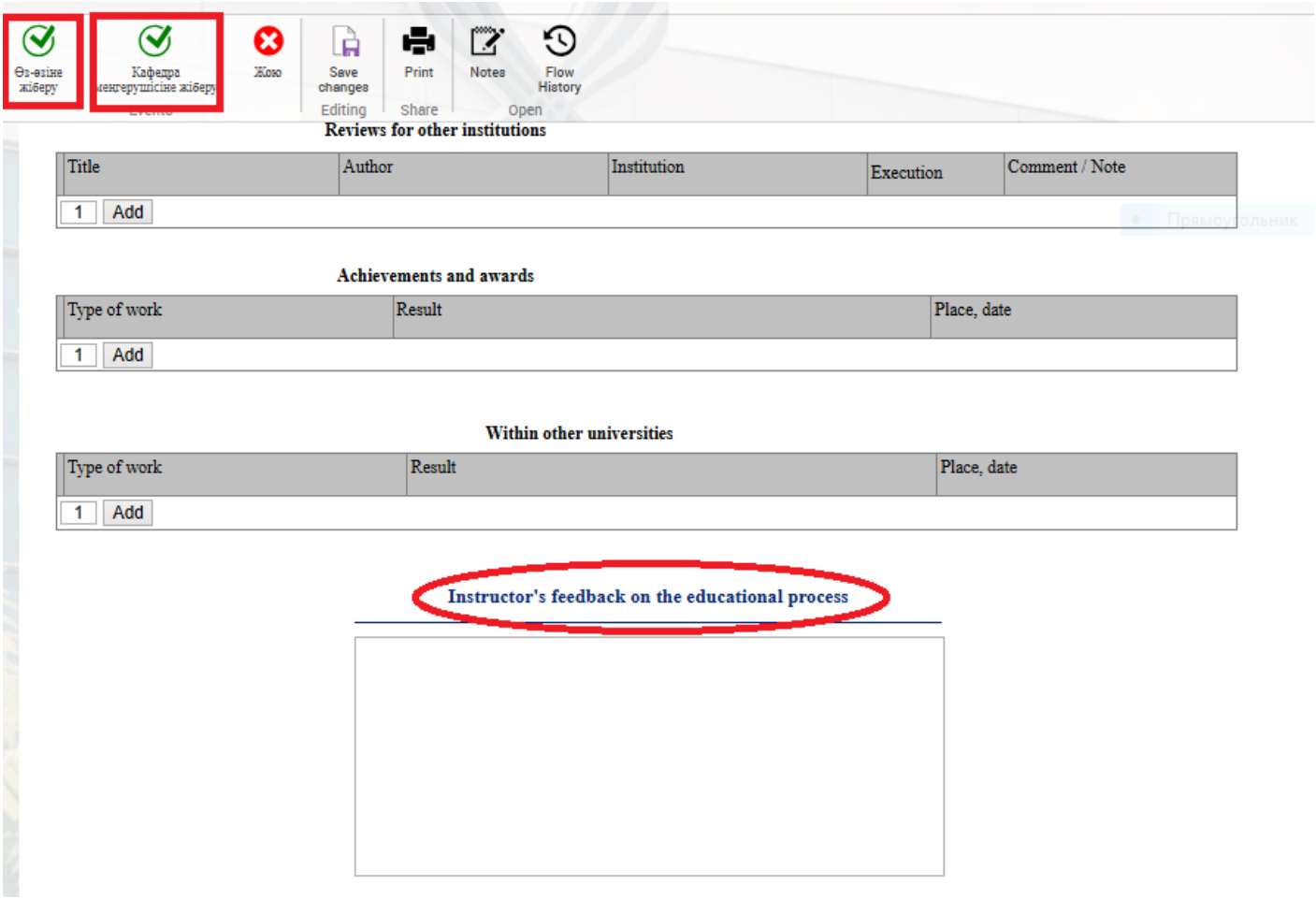
Course title	Type of classes	Date of completion	Planned week	Execution	Comment / Note
		(planned month)			

1 Add

3. When you click the "Add" button, a new window will open where you can attach documents according to the categories on the left.

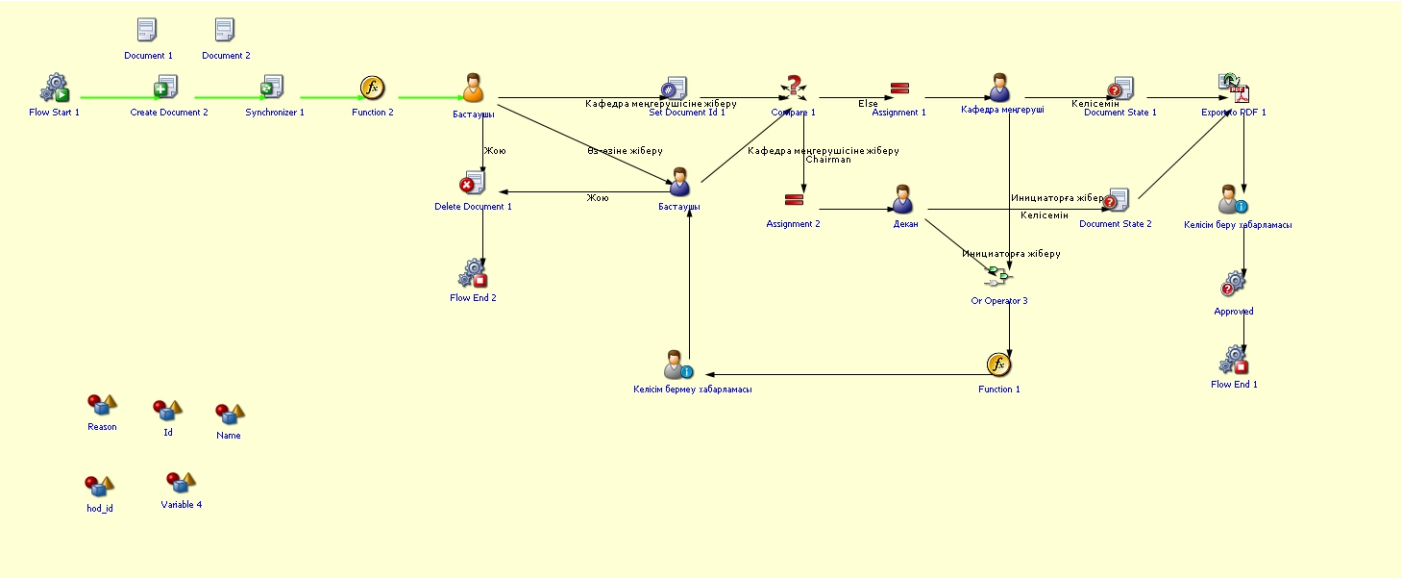


4. After entering the required information, you can choose to send it to yourself or the department head using the "Send to yourself" and "Send to chairman" button. You can also leave your feedback regarding the learning process.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

Revision #6
Created 2025-02-28 09:57:12 UTC by Shynar Toktar
Updated 2026-01-16 11:09:43 UTC by Shynar Toktar