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Rector

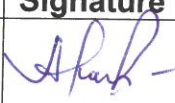
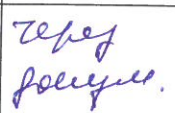

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1. Purpose of the document

These Regulations supplement the Regulation on the Academic Quality Assurance Committees, approved by the decision of the Academic Council dated May 30, 2024, and define the procedure for organizing the work of the Academic Quality Assurance Committees of Schools/Centers (hereinafter referred to as the AQAC) within the framework of their main functions approved in the Regulation on the Academic Quality Assurance Committees.

2. Scope of the document

The requirements of this Regulation are mandatory for implementation by the Academic Quality Assurance Committees, Schools/Centers and structural divisions of the University involved in the processes regulated by this Regulation.

3. References to documents

In their activities, the Committees are guided by


external regulatory documents:

The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 №319-III;
Model Rules for the Activities of Higher and Postgraduate Education Organizations, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595;

Anti-corruption standard for ensuring openness and transparency in higher and (or) postgraduate education organizations, approved by order of the Minister of Education and Science dated 04.05.2020, №174;

Internal regulatory documents:

The Charter of the University;
Policy in the field of quality assurance in education (PL-REK-01);
Regulations on the Academic Quality Assurance Committees (P- QAO -03);
Rules for organizing and conducting interim certification (PR-AKD-22).

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Regulations "Consideration of students' appeals" (R-URS-01).
and other internal documents and acts of the University.

4. Abbreviations

AQAC – Academic Quality Assurance Committee;
EP – educational program;
TS – the University's teaching staff;
SSC – Student Support Center.

5. Responsibility

The Chair of the Academic Quality Assurance Committee is responsible for:

- for the development and approval of the AQAC work plan;
- organization of the AQAC work in accordance with the approved work plan of the AQAC;
- for the timely holding of the AQAC meetings;
- for the timely preparation of the Report on the AQAC work;
- for the timely preparation and provision of materials on issues related to the AQAC activities and at the request of other structural divisions of the University, if necessary.

Members of the Academic Quality Assurance Committee are responsible for:

- for an objective assessment of the quality of educational programs;
- for an objective assessment of the quality of educational and methodological complexes;
- for developing a plan of corrective measures based on the results of the working group's visit to the teaching staff classes and monitoring their implementation;
- for a fair consideration of students' applications regarding the quality of educational services;
- for the accuracy of the information provided.

The Secretary of the Academic Quality Assurance Committee is responsible for:

- for organizing the AQAC meetings;
- for timely preparation and sending of materials to the AQAC members;
- for the timely preparation of minutes based on the results of the AQAC meeting;
- for the safety of electronic and paper versions of the AQAC documents.


6. General Provisions and Procedures for the Academic Quality Assurance Committees

6.1. The functions and responsibilities of the AQAC are not limited to the areas of work specified in these Regulations.

6.2. The Committee carries out its activities in accordance with the approved Work Plan of the Committee for the academic year. The plan is developed on the basis of the Model Plan (Appendix 1) and approved by the Chairman of the Committee.

6.3. The Secretary of the AQAC draws up the minutes of the AQAC meetings, which are submitted to the archive in the established manner at the end of the academic year. The AQAC Secretary ensures the safety of electronic versions of documents for their subsequent transfer in the event of termination of the performance of his/her duties.

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6.4. The AQAC meetings are held at least once a month. The format of the meetings (online, offline, hybrid) is determined by the AQAC Chairman in agreement with the AQAC members.

6.5. It is allowed to consider students' requests and other issues in absentia. In this case, it is necessary to use corporate mail and ensure that the chain of letters (conversations) on all issues under consideration is preserved.

6.6. The Committee's decisions are made by a majority vote. When making decisions, the Committee members are guided by the requirements of the legislation of the Republic of Kazakhstan and internal regulatory documents. In the event of a tie, the Chairman's vote is decisive.

6.7. Based on the results of the work for the academic year, the Chairman and the Secretary prepare a Report on the AQAC work for the academic year. The report must contain a description of the work performed, statistical data, an analytical section, conclusions based on the results of the work and recommendations for improvement.

6.8. The report on the work of the Committee is submitted for consideration to the Council of the School/Center and the Academic Council of the University at least once a year, usually at the end of the academic year.

The Committee interacts with the structural divisions of the School, third-party organizations and institutions within the framework of various types of activities of the Committee, if this is necessary to solve the tasks and functions assigned to the Committee.

6.9. The Committee has the right to:

- request the necessary materials and documents required for the work of the Committee within the limits of its competence;
- in agreement with the dean, involve teachers, students, external experts and others to carry out individual assignments.

7. Development, approval and quality assessment of educational programs

7.1. The AQAC takes part in the development of new EPs at the quality assessment stage, as well as in updating existing EPs.

7.2. When developing new EPs:


7.2.1. The materials on the EP (EP graduate's competency model, EP development plan, EP passport, EP CED) generated in accordance with the requirements of the Regulation on the development and updating of the EP are sent by the program leader to the AQAC secretary for consideration at the AQAC meeting.

7.2.2. The Secretary of the CAC sends materials to the AQAC members in advance of the meeting date for preliminary consideration and development of recommendations. Depending on the EP profile, a special expert group may be appointed from among the AQAC members for preliminary analysis, assessment and compliance of materials with the requirements of the Regulation on the development and updating of the EP.

7.2.3. The program leader is invited to the meeting on the development of the EP. The program leader briefly presents the relevance of the new EP, based on the analysis of the labor market, graduate competencies, the graduate competency model, learning outcomes, assesses the sufficiency of the University's resources for the implementation of the new EP, etc.

7.2.4. Based on the results of the discussion and examination of materials by the AQAC members, the AQAC makes one of the following decisions:

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- recommend consideration of the content of disciplines and educational programs at a meeting of the Advisory Council
- recommend reviewing the content of disciplines and educational programs at a meeting of the Advisory Council, taking into account revisions (while providing written comments and recommendations);
- do not recommend the new EP for approval.

7.3. Updating the current EPs:

7.3.1. The AQAC Chairman initiates the review of current EPs for updating annually within the timeframes established by the Standard Work Plan of the AQAC.

7.3.2. When reviewing the EP for updating, the AQAC takes into account the recommendations of employers, graduates, expert commissions for accreditation of the EP, students, decisions of the School Council, etc.

7.3.3. All necessary materials are provided by the Academic Dean and the program leader.

7.3.4. Depending on the EP profile, a special expert group may be appointed from among the AQAC members to conduct a preliminary analysis, assessment and development of recommendations for updating the EP.

7.3.5. Based on the results of the meeting, the secretary and the chairman of the Academic Audit Committee prepare recommendations for updating the EP and send them to the program leader, the academic dean and the dean for further work in accordance with the procedure for changing and/or revising the EP established in the Regulation on the development and updating of the EP.

8. Assessment of the quality of educational and methodological complexes (syllabuses) of disciplines

8.1. The AQAC evaluates the quality of educational and methodological complexes (syllabuses) of disciplines in advance of the beginning of the academic period. The recommended review period is no less than 10 working days before the end of the approval period for the syllabuses determined by the AMD.


8.2. To assess the quality of syllabi and develop recommendations, the leader program provides the teaching staff syllabi in electronic format (PDF document, protected from copying).

8.3. The AQAC members conduct an examination of syllabuses for compliance of the syllabus structure with the established form; compliance of the syllabus content with the purpose and objectives of the discipline; compliance of the format of the lesson and assessment methods with the topic of the lesson; compliance of the course learning outcomes with the EP learning outcomes; compliance of the form of control, including the final exam in the discipline, with the learning outcomes; relevance and compliance of the list of recommended literature with the course, etc.

8.4. Based on the results of the examination, the AQAC provides the program leader with an extract from the protocol with a decision on the recommendation of the syllabus for approval/the need to revise the syllabus (while a list of comments and recommendations is sent).

8.5. If there are significant comments, the syllabus can be reviewed by the AQAC again.

8.6. After receiving a recommendation for approval from the AQAC, further procedures for coordinating and approving the syllabus are carried out in accordance with the

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procedure established by the “Regulations on the development of the working curriculum of the discipline (Syllabus)”.

9. Approval of examination materials

9.1. The AQAC to conduct an examination of the quality of examination materials, their focus on determining the actual level of formation of the expected learning outcomes.

9.2. The program leader provides the AQAC with examination questions on the EP disciplines in electronic format (PDF document protected from copying) no less than 45 (forty-five) days before the start of the midterm assessment (examination session).

9.3. The members of the AQAC conduct an examination of the examination questions within 10 (ten) days, assess the extent to which the questions correspond to the curriculum (syllabus), course objectives and academic standards; determine whether the questions correspond to the level of preparation of students and the established assessment criteria, check for compliance with other requirements specified in the Rules for the organization and conduct of midterm assessment.

9.4. Based on the results of the examination, the AQAC provides the program leader with an extract from the protocol and reviews of the examination questions for each discipline with a decision on the recommendation for approval/need for revision (while a list of comments and recommendations is sent).

10. Consideration of applications from students

10.1. The AQAC considers the requests of students regarding the quality of educational services and other areas of activity within the competence of the AQAC, received for consideration by the School in the manner prescribed by the Regulations “Consideration of requests of students”.

10.2. Students' requests must be considered in accordance with the deadlines established by the SSC.

10.3. The AQAC has the right to invite the applicant to participate in a meeting to consider the submitted application.


10.4. The AQAC has the right to request additional documents if they are relevant to the substance of the matter under consideration.

10.5. The decision on the appeal is made by open voting by a majority of votes. In case of a tie, the vote of the Chairman of the AQAC is decisive.

10.6. Consideration of applications may be carried out in absentia using corporate mail, while voting may be carried out by expressing a reasoned opinion in the text of the letter or using special services for online surveys.

10.7. The procedure for making a decision and preparing a response decision on the part of the AQAC is regulated by clause 7.3 of the Regulations “Consideration of Student Appeals”.

10.8. The response decision is sent by the AQAC Chairman to the responsible employee of the SSC via the Documentolog ECM. The Dean of the School/Center is included among those approving.

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Appendix 1.

Standard Work Plan of the Academic Quality Assurance Committee for the Academic Year

No.	Title of the agenda items	Date of the event	Speaker