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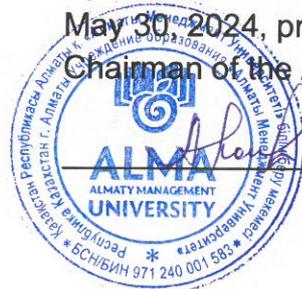
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Chairman of the Academic Council



_____ A. Aryn

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	Position	Full name	Signature	Date
Agreed with	Vice-Rector for Academic Development	A. Aryn	<i>Aryn</i>	30.05.24
	Director of the Integrated Management System Department	N.A. Budnikova	<i>Budnikova</i>	30.05.24
Developed by	Director of Quality assurance office	R.E. Kudaibergenova	<i>Kudaibergenova</i>	30.05.24

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1. General provisions

1.1 These Regulations on the Committees on Academic Quality determines the status, objectives and functions of the Committees on Academic Quality (hereinafter - the Committees) of the Schools and Centers of the Educational Institution "Almaty Management University" (hereinafter - the University), as well as the procedure for formation and its interaction with structural units and other collegial bodies of the University.

1.2 Committees are collegial bodies created to monitor and coordinate the implementation of quality assurance policies at the School/Center and develop recommendations for improving the quality of educational activities.

1.4 The Committee in its activities is accountable to the Vice-Rector for Academic Development and the Dean of the School/Center. Quality coordinates and monitors the activities of the Committees assurance office.

2. Application area

These Regulations are intended for students, teaching staff, heads of structural units of the University who plan, organize and implement the educational process and other interested parties.

3. References to documents

In their activities, the Committees are guided by:

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 № 319- III;
- Standard rules for the activities of organizations of higher and postgraduate education, approved by 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 organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science dated May 4, 2020, № 174;
- Policy in the field of ensuring the quality of education;
- The Charter of the University, these Regulations, other internal documents and acts of the University.

4. Definitions and abbreviations

4.1 In these Regulations the following abbreviations are used:

EP – educational program;
TS – teaching staff of the University;
EMCD is an educational and methodological complex of the discipline.

4.2 The following definitions are used in these Regulations:

Academic integrity is the commitment of students, faculty and staff to the values and principles of honesty, fairness, respect and responsibility:

- in studies when performing written work (tests, abstracts, diploma projects, master's projects, dissertations, etc.), answers to control activities;
- when conducting research;
- in project implementation;
- when expressing your position;
- in relationships with academic staff, teachers and other students;
- when conducting any type of assessment, including assessment of students' knowledge;
- when performing functional duties, etc.

An external expert is a specialist who is invited from outside the university to evaluate, advise or participate in various aspects of the university's activities, and, as a rule, has experience in education, university management, scientific research, curriculum development and other related fields.

The Advisory Council is an advisory body at schools/centers on the development of educational programs and the provision of quality educational services.

The Bell Curve is the main element of the statistical analysis of teaching and grading based on the results of the examination session, obtained in the form of a diagram of the normal distribution of student grades.

The internal quality assurance system is a set of policies, tools and approaches to ensure the quality of the educational process and educational environment, methods of managing the quality of education, based on the development of a university quality culture.

Corrective Action Plan — a document developed in response to identified problems or shortcomings in any area of the organization's activities, representing a set of specific steps and activities aimed at eliminating the problem or improving the situation.

Self-assessment is a procedure for assessing the state of various elements of the educational system by all representatives of the university community, carried out on a systematic basis and aimed at improving the quality of activities of a general education institution.

5. Responsibility

The committee is responsible for the objectivity and quality of decisions made.

The Committee members are responsible for the accuracy of the information provided.

The Chairman of the Committee is responsible for the implementation of the approved Work Plan, timely preparation and provision of materials on the activities of the Committee and upon requests from other structural divisions of the University, if necessary.

6. Aim, objectives and functions of the Committees

6.1 The aim of the Committees is to promote the effective functioning of the internal quality assurance system.

6.2 The objectives of the committees:

- ensuring the quality of education at the School/Center in accordance with the requirements of the legislation of the Republic of Kazakhstan in the field of higher and postgraduate education;

- maintaining compliance of the content and conditions of implementation of educational programs with internal quality assurance standards;
- assessment and monitoring of the quality of the educational environment and educational process;
- increasing the effectiveness and efficiency of academic activities.

6.3. Main functions of the Committees:

- assessment of the quality of educational programs; participation in determining the list of new, innovative, existing EPs, updating, designing, developing new OPs and improving existing EPs;
- determining the policy for assessing educational achievements, analyzing the effectiveness of intermediate certification (quality of examination materials and monitoring the implementation of intermediate certification);
- the Bell Curve; development of recommendations for teaching staff to resolve the situation (in case of violation of the percentage of the grading curve);
- participation in the consideration of students' applications regarding the quality of educational services;
- analysis of the results of surveys of students and graduates regarding satisfaction with the quality of teaching, the quality of scientific consulting, the quality of the organization of the educational and research process;
- analysis of the implementation of corrective action plans by Schools/Centers based on the results of surveys;
- participation in the working group to assess the quality of teaching;
- developing a corrective action plan based on the results of visiting classes by the working group together with deans/directors and program leaders, monitoring the implementation of the corrective action plan, making decisions on replacing the teacher;
- development of recommendations for improving criteria for assessing the TS's quality of teaching;
- assessment of the quality of educational and methodological complexes of disciplines;
- coordination of online course programs (before enrollment) and reviewing (after enrollment), analysis of the quality of online courses;
- organization of methodological seminars for the teaching staff;
- consideration of facts of violation of the principles of academic integrity;
- development of recommendations for improving educational activities;
- coordinating the process of preparing an educational program for various quality assessment procedures (including accreditation), organizing a self-assessment of the program.

7. Composition and procedure for forming Committees

7.1 Quality assurance committees are created at the School/Center by order of the Rector based on the decision of the Academic Council of the University on the recommendation of the Council of the School/Center.

7.2 The Committees include teachers of the School/Center, students - representatives of undergraduate students, master's students, doctoral students (if available).

7.3 The work of the Committee is managed by the Chairman.

7.4 The number of Committee members is odd and is at least 3 (three) or 5 (five) people, depending on the number of full-time teachers in the School/Center, of which at least 1 (one) member is a student.

7.5 The composition of the Committee is approved for the current academic year; if necessary, changes in composition are allowed.

8. Operating Procedure of the Committees

8.1 The Committee carries out its activities in accordance with the approved Work Plan of the Committee for the academic year. The plan is developed and approved by the Chairman of the Committee.

8.2 Committee meetings are documented in minutes. A secretary is appointed from among its members to keep minutes of the Committee's meetings.

8.3 Committee meetings are held at least once a month. A Committee meeting is valid if more than half of its members are present; online participation is allowed.

8.4 Committee decisions are made by a majority vote. When making decisions, members of the Committee 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.

8.5 A report on the work of the Committee is submitted to the Council of the School/Center and the Academic Council of the University at least once a year.

8.6 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 necessary, to solve the tasks and functions assigned to the Committee.

8.7 The Committee has the right:

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

9. Final provisions

9.1 These Regulations come into force from the moment of its approval by the Academic Council of the University.

9.2 Changes and additions to these Regulations are made by the chairmen of the Committees based on proposals from members of the Committees, and approved by the Vice-Rector for Academic Development based on the decision of the Academic Council of the University. The basis for making changes and additions is also the introduction of changes and additions to the regulations governing the activities of the internal quality assurance system.

