


«Қазақ ұлттық қыздар педагогикалық университеті» КеАҚ		NJSC «Kazakh National Women's Teacher Training University»
АКАДЕМИЯЛЫҚ БАҒДАРЛАМАЛАРДЫ ӨЗІРЛЕУ ЖӘНЕ САПАНЫ ҚАМТАМАСЫЗ ЕТУ ДЕПАРТАМЕНТІ		DEPARTMENT OF ACADEMIC PROGRAMS DEVELOPMENT AND QUALITY ASSURANCE
ЕРЕЖЕ		REGULATION
2 РЕДАКЦИЯСЫ		REDACTION 2

«APPROVED»

By the order of the Chairman of the Board
– Rector NJSC “Kazakh National
Women’s Teacher Training University”
from «3» «December» 2024
№ 09-02-19/235

**REGULATION
OF THE COMMITTEE ON ACADEMIC QUALITY**

R 025 AQC/OAQA/DAPDQA-24

Reg № _____
Ex № _____

c. Almaty, 2024

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1. GENERAL PROVISIONS

1.1 This Regulation defines the purpose, tasks and procedure of the Committees on the Academic Quality (hereinafter referred to as the Committee) at the Institutes of the non-joint stock company “Kazakh National Women's Teacher Training University” (hereinafter referred to as the Company).

1.2 The Committee is an advisory and consultative body that coordinates internal quality assurance in the Institutes of the Company.

1.3 The Committee discusses the results of internal monitoring and questionnaires conducted by the Academic Quality Assurance Office (hereinafter referred to as the Office/OAQA) in order to identify compliance with the quality of educational programs and (or) disciplines/modules, as well as cases of violation of academic integrity.

1.4 The Regulation on the Committee (hereinafter referred to as the Regulations) are part of the Company's regulatory documentation and its requirements are binding.

1.5 The Regulation shall be approved by the order of the Chairman of the Board - Rector of the Company or the person temporarily replacing and acting Vice-Rector.

2. REGULATORY REFERENCES

2.1. The Regulation has been developed in accordance with the following external regulations:

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 №. 319-III;
- Standard Rules 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 No. 595;
- State mandatory standards of higher and postgraduate education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2;

2.2. The Regulations have been drawn up in accordance with the following internal documents of the Company:

- Charter;
- Development program for 2023-2029;
- Academic policy;
- Quality Assurance Policy for 2023-2029;
- The Code of Academic Integrity.

3. TERMS AND DEFINITIONS

The following terms and definitions are used in the Regulation:

Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) report. 2015.	standards that include principles and methods of quality assurance aimed at increasing transparency, efficiency and competitiveness of educational programs.
Academic quality	set of characteristics of the educational process and its results

		that meet the established standards, requirements and expectations of all stakeholders, including students, employers and Company as a whole.
Academic Committee	Quality	an advisory and consultative body established in an educational institution to discuss the results of monitoring, questionnaire results and develop recommendations to improve the quality of the educational process.
Monitoring		systematic process of collecting, analyzing and evaluating data to track the achievement of specified objectives, standards or indicators.
Recommendations		a proposal aimed at eliminating the identified nonconformity and/or its causes.
Quality assurance		a comprehensive approach aimed at systematically managing processes and activities to achieve a certain level of quality of services or results.
Student-centered learning		an approach to the educational process that focuses on the needs, interests and characteristics of each student, making them active participants in the learning process and increasing their motivation and performance.

4. DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in the Regulations:

TS	Teaching staff;
SOES	State Obligatory Educational Standard
AMS	Administrative and management staff;
DAPDQA	Department of Academic Program Development and Quality Assurance.

5. PURPOSE AND TASKS

5.1 The purpose of the Committee's activity is to improve the efficiency and effectiveness of the educational process implemented in the Company's Institutes in accordance with the requirements of the Law of the Republic of Kazakhstan "On Education" and compliance with the basics of international ESG standards:

- 1) quality assurance policy;
- 2) development and approval of programmes;
- 3) student-centered learning, teaching and assessment;
- 4) enrolment, performance, recognition and certification of students;
- 5) teaching staff;
- 6) learning resources and student support system;
- 7) information management;
- 8) public awareness;
- 9) ongoing monitoring and periodic evaluation of programmes;
- 10) periodic external quality assurance.

5.2 The tasks of the Committee are to observe the principles of academic integrity and the normative basis of the educational process among the categories of students (bachelor's, master's, doctoral).

6. FUNCTIONS

The Committee, in order to accomplish its tasks, performs the following functions:

1. Analyzing the results of internal and external assessments of educational quality;
2. Developing recommendations for improving procedures, mechanisms, conditions, and methods for ensuring quality and enhancing the quality of the educational process;
3. Discussing the results of internal monitoring conducted at the Institutes according to the "Guidelines for Monitoring Academic Quality" and developing recommendations;
4. Determining the degree of alignment between educational programs and labor market needs;
5. Discussing the results of surveys to form recommendations for improving the educational process, infrastructure, socially significant student facilities, and enhancing the quality of teaching subjects;
6. Informing students about the events, reports, analyses, monitoring, surveys, and other achieved results;
7. Making decisions within its competencies on the issues under consideration;
8. Reviewing appeals from students and faculty regarding academic quality issues related to dissatisfaction with the conditions provided in the educational process;
9. Considering cases of academic dishonesty by students and faculty;
10. Forming the official opinion of faculty and students on the introduction of new local regulations of the Institutes and the Company;
11. Providing consultations and expert support on quality assurance issues;
12. Preparing a report addressed to the Chairman of the Board - Rector.

7. PROCEDURE FOR ORGANIZING THE COMMITTEE'S ACTIVITIES

7.1. The composition of the Committees is formed by the order of the Chairman of the Board – Rector of the Company and is approved for one academic year. If necessary, the composition of the Committee may be revised.

7.2. The Chairman of the Committee and its members are elected by voting within the Institutes, and the list of elected members and the Chairman of the Committee is submitted by official letter to the head of the Academic Quality Assurance Office.

7.3. The Committee consists of a chairman, a secretary, and members who are appointed from among students, faculty, and representatives of the Company's Academic Affairs Department.

7.4. Committee meetings are held according to a planned schedule. If necessary, unscheduled meetings may be arranged to discuss certain issues.

7.5. Committee meetings are considered valid if more than half of its members are present.

7.6. Representatives of the Academic Affairs Department may participate in the Committee meetings if invited by the Chairman of the Committee.

7.7. The Committee meeting is documented in the form of minutes, which are signed by the Chairman and the Secretary of the Committee.

8. RIGHTS

8.1. The Academic Quality Assurance Department has the right to:

- 1) Coordinate the activities of the Committees;
- 2) Develop the annual work plan for the Committees;
- 3) Present the results of surveys at Committee meetings;
- 4) Provide the results of academic quality assurance monitoring;
- 5) Submit a report on the outcomes of the monitoring to the Chairman of the Board – Rector.

8.2. The Committee has the right to:

- 1) Hold meetings to review the results of internal academic quality assurance monitoring;
- 2) Formulate recommendations during Committee meetings and monitor their implementation in accordance with Appendix 1;
- 3) Address issues related to violations of academic integrity principles;
- 4) Review and make decisions on student appeals received during the exam session, in accordance with the approved academic calendar.

8.3. The Chairman of the Committee has the right to:

- 1) Convene Committee meetings and preside over them;
- 2) Organize extraordinary Committee meetings;
- 3) Coordinate the work of the Committee members;
- 4) Bring up issues related to improving the quality of education for discussion;
- 5) Request information and documents from officials and staff of the Company necessary for the Committee's activities;
- 6) Invite representatives of the administrative and managerial personnel of the Company to participate in the Committee's work;
- 7) Put every proposal made by Committee members regarding the agenda to a vote and has the deciding vote.

8.4. Committee members have the right to:

- 1) Express their opinion on any issue of the Committee's activities during meetings;
- 2) Make proposals and comments within their competence;
- 3) Attend and be present at any educational sessions due to complaints received from faculty or students;
- 4) A Committee member who disagrees with a decision has the right to express their dissenting opinion in writing, which will be attached to the relevant Committee minutes and become an integral part of them.

8.5. The Secretary of the Committee has the right to:

- 1) Request information from the heads of structural units;
- 2) Require timely submission of materials and draft decisions from the responsible parties on issues to be discussed at the next Committee meeting.

9. RESPONSIBILITY AND AUTHORITY

9.1. The work plan of the Committee is approved by the Vice-Rector for Academic Affairs.

9.2. The Academic Quality Assurance Department is responsible for:

- 1) Timely formation of the Committee composition;
- 2) Timely approval of the Committee's work plan and control over its execution process;

9.3. The Chairman of the Committee of each Institute is responsible for:

- 1) Managing the Committee and the decisions made by it;
- 2) Providing a report on the work done to the Academic Quality Assurance Office twice a year, at the end of each semester;
- 3) Distributing duties among Committee members;
- 4) Determining the agenda, location, and time of Committee meetings;

9.4. Committee members are responsible for:

- 1) Complying with the provisions of this regulation and actively participating in the Committee's activities;
- 2) Formulating proposals and recommendations on improving the quality of educational services at the Institute for the Committee's discussion;
- 3) Assisting Institute directors in ensuring and improving the quality of education;
- 4) Providing timely information on education quality issues to students and Institute management;
- 5) Assisting in the implementation of activities aimed at improving the quality of education.

9.5. The Secretary of the Committee is responsible for:

- 1) Keeping documentation related to the Committee's activities;
- 2) Informing Committee members about the agenda and details of the meeting (date, time, location) no later than 3 days before the meeting;
- 3) Organizing the meeting room and ensuring it is equipped with the necessary technical facilities;
- 4) Sending invitations to the representatives of the Company's AMS to attend the Committee meeting, including the date, time, location, and the issue under consideration;
- 5) Preparing the meeting minutes based on the discussion results;
- 6) Preparing an excerpt from the meeting minutes, signed by the Secretary and the Chairman;
- 7) Storing the Committee's documentation;
- 8) Informing the Institute Director and other interested parties about the meeting outcomes;
- 9) Updating information about the Committee's activities, conducted events, reports, analyses, monitoring, surveys, and other achieved results on the University website.

10. AMENDING

10.1. The development of the draft amendments and additions to the Regulation, as needed, is carried out by the Academic Quality Assurance Office.

10.2. Amendments and additions are made to the Regulation based on an order from the Chairman of the Board – Rector and are registered in the Change and Amendment Registration Sheet.

11. APPROVAL, STORAGE, DISTRIBUTION

11.1. The coordination of the Regulation is carried out with the Member of the Board, Vice-Rector for Academic Affairs, the Member of the Board, Vice-Rector for Scientific Work and International Cooperation, the Director of the Department for Developing Academic Programs and Quality Assurance, and the Head of the Legal Division.

11.2. The responsibility for storing the paper and electronic versions of the original, registering, and distributing the scanned approved version of the Regulation lies with the Head of the Division of Documentation Turnover and Archive.

11.3. A copy of the registered version of the Regulation is issued to the Academic Quality Assurance Office and the Directors of the Institutes.

11.4. The electronic version of the approved Regulation is posted on the official website of the Society and in the system's electronic document management system.

Appendix 1
to the Regulation of the Committee
on the Academic Quality NJSC «Kazakh
National Women's Teacher Training
University» approved by the Order of the
Chairman of the Board – Rector
from «_____» «_____» 2024
№_____

REPORT
on the results of monitoring academic quality assurance

№	The Committee on the Academic Quality recommendations	Measures to implement the proposals	Execution period	Responsible for execution
1	2	3	4	5
Standard				

Chairman of the Committee _____

Director of the Institute _____

Director of the Department for Developing
Academic Programs and Quality Assurance _____

Head of the Academic Quality Assurance Office _____

Secretary of the Committee _____

APPROVAL SHEET

№	Position	Full name	Date	Signature
1.	Created: Head of the Office of Academic Quality Assurance	A.Imanbalina		
2.	Agreed: Member of the Board, Vice-Rector for Academic Affairs	K.Balazhanova		
3.	Agreed: Member of the Board, Vice-Rector for Scientific Work and International Cooperation	Z.Zhumakulov		
4.	Agreed: the Director of the Department for Developing Academic Programs and Quality Assurance	A.Meirkulova		
5.	Agreed: the Head of the Legal Division.	M.Makhanov		
6.	Agreed: Director of the Institute of Philology	K.Ashinova		
7.	Agreed: Director of the Institute of Social Sciences and Humanities and Arts	Zh.Ashirbekova		
8.	Agreed: Director of the Institute of Physics, Mathematics and Digital Technologies	G.Salgaraeva		
9.	Agreed: Director of the Institute of Natural Sciences	G.Baitasheva		
10.	Agreed: Director of the Institute of Pedagogy and Psychology	G.Orazaeva		

FAMILIARIZATION SHEET

№	Full name	Position	Date	Signature	Note
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Лист согласования и подписания

ФИО	Тип действия	Время и дата согласования или подписания	Замечания	Данные по ЭЦП
Мейркулова Аида Бакытбековна	Согласовано	26.11.2024, 14:38:17	Без замечаний	
Балажанова Кымбат Магитаевна	Согласовано	27.11.2024, 10:54:59	Без замечаний	
Маханов Марат Махмудович	Согласовано	27.11.2024, 15:31:41	Без замечаний	
Қанай Гүлмира Әмірханқызы	Подписано	02.12.2024, 18:09:25	Без замечаний	Издатель ЭЦП - ҰЛТТЫҚ КУӘЛАНДЫРУШЫ ОРТАЛЫҚ (GOST) 2022, ҚАНАЙ ГҮЛМИРА, Некоммерческое Акционерное общество "Казахский национальный женский педагогический университет", VIN990240005438
Исаева Жанна Джакуповна	Зарегистрировано	03.12.2024, 09:10:21	Без замечаний	Издатель ЭЦП - ҰЛТТЫҚ КУӘЛАНДЫРУШЫ ОРТАЛЫҚ (GOST), ИСАЕВА ЖАННА, Некоммерческое Акционерное общество "Казахский национальный женский педагогический университет", VIN990240005438

