



«APPROVED»

by the Decision of the Narxoz University
Academic Council

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**REGULATION
ON SCHOOLS QUALITY ASSURANCE COMMITTEES
OF THE "NARXOZ UNIVERSITY"**

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1. General provisions

1.1 This Regulation on the Schools/Department of Doctoral Studies QA Committees (hereinafter - the "Regulation") defines the status, purpose, tasks and functions of the Committees for Quality Assurance (hereinafter - "Committees") of the Schools and the Department of Doctoral Studies (hereinafter - the "DDS") of the Non-Profit Joint Stock company "Narxoz University" (hereinafter - the "University"), as well as the procedure for their formation and interaction with the structural divisions of the University.

1.2 Committees are collegial, expert and advisory bodies of Schools and the Department of Doctoral Studies, formed in order to implement the University's strategy in the field of quality assurance.

1.3 In their activities, the Committees is guided by:

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III;

- Standard Rules for the activities of educational organizations of the corresponding types, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 and other regulatory legal acts of the Republic of Kazakhstan in the field of education and science;

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

- The Charter, the Academic Policy of the University, this Regulation and other internal acts and documents of the University.

2. Field of application

2.1 The Regulations determine the procedure for the activities of the Committees of to ensure the quality of teaching, learning and research in the Non-Commercial Joint Stock Company "Narxoz University" as a component of the internal system for ensuring the quality of education.

3. Competence of the Schools/DDS QA Committees

3.1 The purpose of the Schools/DDS QA Committees is to develop and implement an internal quality system in the activities of Schools and DDS, for the implementation of the University's Strategy for 2020-2025. and the Strategy for Sustainable Development of the Narxoz University -2030.

3.2 The Committee monitors the quality of education and teaching, analyzes and discusses the information obtained during the monitoring, develops recommendations to improve academic quality and monitors compliance with the requirements of regulatory documents and decisions of the University's quality assurance bodies.

3.3 The Committee makes decisions on the content and conditions for the implementation of educational programs, on the assessment policy and other academic issues of the School and DDS, including on the facts of violation of the principles of academic honesty.

3.4 The Committee submits proposals and additions to the Academic Policy.

3.5 The University QA Committee under the Academic Council coordinates the work of the Schools/DDS QA Committees and monitors the activities.

3.6. The main functions of the Committees:

3.6.1 Consideration of grading issues in accordance with the Regulations on grading positions of the faculty of the Narxoz University, and areas of advanced training for teaching staff within the limits and procedure established by the internal documents of the University and the Schools.

3.6.2 Participation in the development of curricula for educational programs, including double-degree programs; take decisions on changes and additions to the content of EPs, the creation or elimination of EPs; develop partnerships with industry to strengthen links with practice (for graduate programs); involve external experts from practice and academia).

3.6.3 Discussion, agreement and provision of recommendations for the modernization of educational programs development plans, in accordance with the Academic Policy of the University.

3.6.4 Defining a policy of clear parameters for assessing educational achievements of students; analysis of the effectiveness of intermediate and final certification (quality of examination materials, relevance of the topic of diploma projects, master's / doctoral dissertations).

3.6.5 Organization and implementation of monitoring of the quality of teaching with an emphasis on the analysis and implementation of corrective action plans based on the results of surveys of students, teaching staff, employers and partners; pre-moderation and post-moderation of syllabuses, control over the reflection of Academic policy in syllabuses and the development plan of the educational program; assessment of the quality of syllabuses and other teaching materials in the Canvas educational system (<https://portal.narxoz.kz/index.php/site/Canvas>).

3.6.6 Analysis of attendance and progress of students; development of proposals on the system of student motivation; consideration of the facts of violation of the principles of academic integrity.

3.6.7 Organization of mutual visits of classes by faculty and members of the Committee on a regular basis; monitoring the completion of assessment forms ("Course Management Form", "Classroom Assessment Form", etc.), analysis of the implementation of corrective measures (if any comments are detected);

3.6.8 Analysis of reports based on the results of surveys of students, teaching staff, graduates, employers and the provision of the results obtained to heads of Educational Programs for the development and implementation of corrective action plans; (providing feedback on the results of the survey;) consideration of students' appeals on the quality of educational services provided by the University.

3.6.9 Assistance in the development of research activities of students and teaching staff (supported by the Research Department).

3.6.10 Providing recommendations for the creation and development of joint (double-degree) educational programs and programs of cooperation with partner Universities (in cooperation with the Department of International Development and Partnership).

3.6.11 Providing recommendations for the development of the Catalog of the University educational programs.

3.6.12 Analysis of the rating positions of the Schools educational programs in the annual ratings of the "Atameken" National Chamber of Commerce and other national and foreign ranking agencies.

3.6.13 Discussion of content of the Self-Assessment Reports as part of the institutional and specialized (re) accreditation process in national and international agencies, and the recommendations provided by the External Expert Groups as well as the Post-Accreditation Monitoring Work Plan.

3.6.14 Involvement of alumni and corporate partners in the development and examination of educational programs, lecturing, participation in the work of collegial bodies of Schools and the University.

4. Composition and procedure for the formation of the Schools/DDS QA Committees

4.1 The School/DDS QA Committee is created under the Council of School/DDS. The Committee can be subdivided into working groups for educational areas.

4.2 The Committee includes representatives of the faculty, students and may include representatives of the administrative staff, alumni, employers and representatives of the corporate sector, external experts from the academic field and practice.

4.3 The composition of the Committees shall be determined on the basis of proposals of the School Council and approved by a decision of the University QA Committee under the Academic Council of the University, based on the order of the Director of the School/DDS.

5. Rules of procedure of the Schools/DDS QA Committees

5.1 The Chairman of the School/DDS QA Committee is elected at a meeting of the Committee, by voting from among the representatives of the teaching staff and approved by the Director of the School/DDS for the academic year.

5.2 The Secretary of the Committee is appointed by the Chairman and is responsible for maintaining the documentation of the Committee. The minutes of the Committee meetings shall be kept by the Secretary of the Committee for a period of three years from the date of the meeting and shall be transferred to the University archive after the expiry of that period.

5.3 The work of the Committee shall be based on the Work Plan for the relevant academic year, which shall be considered at the meeting of the Committee, agreed with the Director of the School/DDS and approved by the School Council.

5.4 The quorum for holding a meeting of the Committee is considered to be the presence of at least two thirds of the number of members of the Committee.

6. Responsibility and special requirements

6.1 The Chairman of the Committee is responsible for the approval and implementation of the Committee's Work Plan, the timely provision of Committee Reports to the University QA Committee under the Academic Council.

6.2 Members of the Committee, members of working groups, heads of structural divisions organizing and carrying out monitoring and quality assurance are responsible for:

6.2.1 for completing the assigned tasks;

6.2.2 for non-disclosure of information regarding the processing of personal and / or aggregated data;

6.2.3 for the timely and reliable presentation of information necessary for monitoring, including by filling in the databases of information systems;

6.2.4 for compliance with the procedure for monitoring and quality assurance in accordance with the internal documents of the University;

6.2.5 for the safety of documentation;

6.3 The School/DDS QA Committees shall be guided by the University Quality Assurance Policy, the Code of Ethical Conduct, Academic Policy, the Rules of Academic Integrity, the Regulations for the Detection and Prevention of Plagiarism of the University and other internal documents of the University in the framework of its activities.

7. Final provisions

7.1 Regulations, changes and additions to the Regulations are approved by the decision of the Academic Council of the University.

7.2 The Regulation comes into effect from the moment of its approval by the Academic Council of the University.

7.3 The Regulation on the Commission for Quality Assurance of the Narxoz University, approved by the Academic Council on June 26, 2020 (minutes No. 11), ceases to be valid from the moment this Regulation is approved.

7.4 If, as a result of changes in the regulatory legal acts of the Republic of Kazakhstan, certain rules of this Regulation conflict with the provisions of the legislation, then they become invalid.

7.5 Issues not regulated by the norms of this Regulation are governed by the provisions of the current legislation of the Republic of Kazakhstan and internal documents of the University.