



«APPROVED»

by the Decision of the Narxoz University
Academic Council

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**REGULATION
ON UNIVERSITY QUALITY ASSURANCE COMMITTEE
UNDER ACADEMIC COUNCIL**

Almaty, 2022

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**NB: This document was updated, changes and additions approved by Decision of the Narxoz University Academic Council, Minutes №4, November, 2022*

1. General Provisions

1.1 These Regulations determine the status, purpose, tasks and functions of the Academic Quality Committee (hereinafter referred to as the “Committee”) of the Narxoz University (hereinafter referred to as the “University”), as well as the procedure for its formation and interaction with structural divisions and other collegial bodies of the University.

1.2 The Committee is a collegial, expert and advisory body of the University, formed to implement the University's strategy in the field of quality assurance.

1.3 The Committee operates based on the Academic Council of the University.

1.4 The Committee is guided by the following documents:

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III;
- Regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan;
- Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015);
- 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 of the Narxoz University;
- This Regulation and other internal documents and acts of the University.

2. Notation, abbreviations and definitions

2.1 In this Regulation, the following abbreviations are applied:

AC - Academic Council;

DDS – Department of Doctoral studies;

NJSC - Non-profit joint stock company;

NQF - National Qualifications Framework

MES RK - Ministry of Education and Science of the Republic of Kazakhstan;

ESG - European Standards and Guidelines (European standards and guidelines for quality assurance in the European Higher Education Area (ESG, 2015);

EP - educational program;

AD - Accreditation Department;

Policy - Policy for ensuring the quality of education;

Teaching staff - faculty of the University;

University - Narxoz University;

University QA Committee - University Quality Assurance Committee under the Academic Council;

School QA Committee – School (or the Department of Doctoral Studies) Quality Assurance Committee.

2.2 The following definitions are used in this Regulation:

An internal quality assurance system is a management tool and a mechanism for achieving the results of the educational process in accordance with the needs of stakeholders.

Monitoring the quality of teaching is the process of tracking the compliance of the results of the teacher's pedagogical activity and its achievements with the requirements of regulatory legal acts in the field of education and science, qualification requirements for employee positions and the requirements of internal regulatory documents of the University.

Quality assurance is a comprehensive term that refers to a continuous ongoing process of assessing the quality of the system of higher and postgraduate education, and educational programs in particular. The term encompasses all activities within a continuous improvement cycle (i.e. quality assurance and improvement activities).

Quality improvement is a systematic activity of an educational organization aimed at continuous improvement of the effectiveness and efficiency of processes.

3. Competence of the University Quality Assurance Committee

3.1 The purpose of the University QA Committee is to form and implement a policy in the field of ensuring the quality of teaching, learning and research processes at the University.

3.2 The main task of the University QA Committee is to organize an intra-university system for ensuring the quality of education, including coordinating the activities of the Schools QA Committees.

3.3 The main activity of the Committee is the management of the University's internal quality assurance system.

3.4 The University QA Committee formulates and conducts a periodic revision of the University's Quality Assurance Policy, monitors the management of the internal quality assurance system for educational services and the implementation by the Schools / structural divisions of the University of the planned activities within the framework of the intra-university quality assurance system.

3.5 The Committee examines and submits to the Academic Council new elements and methods of the internal quality assurance system.

3.6 The University QA Committee coordinates the work of the Schools QA Committees.

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

3.8 Decisions of the University QA Committee on matters within its competence shall be binding on the employees of the University.

3.9 The main functions of the University QA Committee:

3.9.1. Improvement of the internal regulatory framework governing the academic activities of the University in terms of ensuring the quality of education;

3.9.2. Development and periodic analysis of the organizational structure of the intra-university system for ensuring the quality of education;

3.9.3. Organization and coordination of the process of monitoring the quality of educational services implemented by the University;

3.9.4. Study and implementation into the academic activities of the University of International experience in organizing an internal quality assurance system;

3.9.5. Consideration on a regular basis of the reports of the Schools QA Committees, providing recommendations for improving their activities;

3.9.6. Analysis and discussion of the results of external monitoring of the quality of educational services of the University by national and foreign agencies and positioning in national and international ratings in order to improve academic quality;

3.9.7. Development of recommendations and proposals for the management of the University on issues within the competence of the University QA Committee.

4. Composition and procedure for the formation of the University QA Committee

4.1 The University QA Committee is formed from the University staff from among the administrative and managerial and teaching staff, students, chairmen and members of the Commissions for Quality Assurance of Schools and DDS, students of the University and approved by a decision of the Academic Council. The composition of the University QA Committee is reviewed at least once a year. The quorum for holding a meeting of the University QA Committee is the presence of at least two thirds of the number of members of the Committee.

4.2 The Committee consists of: Chairman; Deputy Chairman - appointed from among the members of the Committee, members and the secretary of the Committee.

4.3 The Chairman and Vice-Chairman of the Committee shall be elected from the members of the Committee by open voting, for a term of one (1) academic year and may be re-elected on the basis of a decision of the Academic Council.

4.4 The Committee shall consist of an expert group for educational and methodological support of the academic process.

5. Rules of Procedure of the University QA Committee

5.1 Meetings of the University QA Committee held as required and under the guidance of the

Chairman.

5.2 The Chairman of the University QA Committee has the right to involve in the work of the Committee representatives of the faculty and administrative staff of the University, practitioners, as well as other persons who are experts in the field of teaching, management and research.

5.3 In the absence of the Chairman of the Committee, the Committee shall meet under the representation of the Vice-Chairman or one of the members of the Committee delegated by the Chairman.

5.4 The Secretary of the Committee is responsible for preparing the agenda, collecting and sending materials to the members of the Committee before the planned date of the meeting of the Committee, keeping and keeping minutes of the meetings of the Committee.

5.5 Decisions of the University QA Committee shall be drawn up in minutes of the meeting and sent to the members of the Committee as well as to other persons for review and implementation. Committee meeting minutes shall be kept by the Secretary of the Committee for a period of three years from the date of the meetings and shall be transferred to the University archive after the expiry of the said period.

5.6 The University QA Committee in its activities is accountable to the Academic Council of the University. The Chairman annually reports on the work done by the Committee to the Academic Council.

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

6. Responsibility and special requirements

6.1 The Chairman of the University QA Committee is responsible for the approval and implementation of the work plan of the Committee, if necessary, initiates amendments to the work plan and timely submits them to the Academic Council for their approval. The Committee's work plan for the relevant academic year shall be approved by a decision of the Academic Council.

6.2 Members of the University QA Committee responsible for monitoring and quality assurance are responsible for following:

6.2.1. for the proper fulfillment of the assigned tasks;

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

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

6.2.4. for the safety of documentation.

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 These Regulations shall come into effect from the moment of their approval by the Academic Council of the University.

7.3 If, as a result of changes in the regulatory legal acts of the Republic of Kazakhstan, individual rules of these Regulations come into conflict with the provisions of the legislation, they shall become invalid.

7.4 Issues not regulated by the norms of the present Regulations shall be regulated by the provisions of the current legislation of the Republic of Kazakhstan and internal documents of the University.