

K. Zhubanov Aktobe Regional University

**REGULATIONS
on Academic Committees**

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1 SCOPE OF APPLICATION

This Regulation defines the purpose and functioning of Academic Committees of educational programs implemented at K.Zhubanov Aktobe Regional University at all academic levels.

2 REGULATORY DOCUMENTS

- 2.1 Law of the Republic of Kazakhstan "On Education" 27.07.2007 (with amendments and additions).
- 2.2 State mandatory standard of higher education. (Order No. 604 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, as amended).
- 2.3 Professional standards in accordance with the educational program.
- 2.4 State mandatory standard of postgraduate education. (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 with amendments and additions).
- 2.5 Standard rules for the activities of educational organizations that implement educational programs of higher and (or) postgraduate education. (Decree of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018, as amended).
- 2.6 Rules for maintaining the register of educational programs implemented by organizations of higher and (or) postgraduate education, as well as the grounds for inclusion in the register of educational programs and exclusion from it. (OrderNo. 106 of the Ministry of Internal Affairs of the Republic of Kazakhstan dated October 12, 2022).

3. GENERAL PROVISIONS

- 3.1 Academic committees of educational programs (EP) are created under related or related EP with the same composition for all levels of study and are a collegial management body that determines the main directions for the development of the educational program and improving the quality of its development.
- 3.2 Academic Committees in their activities are guided by the Law of the Republic of Kazakhstan "On Education", regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, SSE" Higher Education", SSE" Postgraduate Education", the University Charter, orders of the Rector, decisions of the Academic and Academic Council of the University, Regulations, internal regulatory documents of the University, as well as this Regulation.

4. GOALS AND OBJECTIVES OF ACADEMIC COMMITTEES

- 4.1 The purpose of Academic Committees is to improve the quality of development of modular educational programs at all levels of study based on the study of the labor market, employer requirements and the latest scientific achievements in the relevant field.
- 4.2 Tasks of Academic Committees:
 - design, development and updating of the educational program and its structural elements (curricula, learning outcomes);
 - formation of the educational trajectory of personnel training based on ensuring the continuity of the stages of continuing education (bachelor's degree, master's degree, doctoral degree);
 - organization of work to improve the quality of educational and methodological support for educational programs;
 - formation of a policy to improve the quality of human resources in educational programs;

- analysis and implementation of the best international and domestic experience in the content and technology of the educational program implementation;
- interaction with employers and graduates of the educational program to clarify the requirements for the graduate's competencies and assess the quality of their training;
- preparation of the educational program for various quality assessment procedures (including accreditation), organization of self-examination of the program.

5. FUNCTIONS OF ACADEMIC COMMITTEES

5.1 Determining the demand for an educational program.

5.2 Educational program (EP) design:

- formulation of the goal, the main parameters of the EP, general and professional competencies, taking into account the requirements of the State Educational Standard, the National Qualification Framework (HQP), the Industry Qualification Framework (OQP), and Professional Standards (PS);
- formulating learning outcomes that are understandable to employers and ensure that graduates are in demand in the labor market;
- establishing the relationship between learning objectives and outcomes, learning outcomes and competencies;
- limiting the content of the educational program (modules for achieving learning outcomes), taking into account the requirements of the time, the latest scientific research in a particular discipline, as well as integration (including interdisciplinary courses in the educational program);
- limit the volume (labor intensity) of the main components of the program, expressed in credits;
- limiting the content of curricula.

5.3 Organization of examination of the content of the educational program for compliance with the qualification requirements imposed by employers for training personnel.

5.4 Implementation of expertise and control over the quality of educational materials from the point of view of the formation of professional knowledge, skills and knowledge of students with the involvement of experts from employers.

5.5 Control over the quality of forming a catalog of elective subjects in order to ensure the continuity of training and avoid duplication of disciplines in the context of educational levels.

5.6 Review of the report on monitoring student satisfaction with educational programs, modules and disciplines in order to determine directions for further improvement Modular Educational Program (MEP).

6. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

6.1 The rights of members of Academic Committees are guaranteed by the current legislation of the Republic of Kazakhstan, the University Charter.

6.2 Members of Academic Committees have the right to:

- make suggestions for improving educational programs, the catalog of elective subjects to ensure the quality and continuity of educational levels;
- submit for consideration by the Academic Council of the University, the Faculty Council and various University commissions issues related to the implementation of the goals and objectives of the activities of Academic Committees;
- create working commissions from among the teaching staff, university employees, and employers to carry out their activities;
- require the necessary documents from teachers of departments for their work in the framework of the educational program;
- involve teachers who are not members of the academic committee to carry out individual assignments;

- invite specialists of third-party organizations to conduct an expert examination of the MEP, participate in educational activities, and participate in the work of various commissions formed by Academic Committees to carry out their activities;
- mutual respect and equal participation of all members of the academic committee including students
- within the limits of their powers, require the provision of necessary information from the university's structural divisions for the implementation of their activities.

6.3 Responsibilities of Academic Committees:

- for the quality of the educational program, the catalog of elective modules;
- for timely submission of developed MEP for discussion in Academic Council, quality assurance commissions, and structural divisions of the university;

6.4 Members of the Academic Committee are required to:

- participate in meetings of the Academic Committee,
- make decisions within the limits of their competence on the issues under consideration,
- execute assignments in accordance with the decisions of the Academic Committee and the Academic Council of the University.

7. PROCEDURE FOR THE FUNCTIONING OF ACADEMIC COMMITTEES

- 7.1 Academic Committees are composed of heads of departments, leading teachers of departments, representatives of professional communities and business structures, students of various levels of study (if there is a contingent), and graduates of previous years.
- 7.2 The Academic Committee is headed by a head (chairman) appointed from among the leading teachers or from among qualified specialists from the relevant branch of science with practical work experience in the profile, including in senior positions.
- 7.3 Heads of Academic Committees preside over meetings, plan and organize work in accordance with the tasks and functions of the Academic Committee, and are responsible for the activities carried out by the Academic Committee.
- 7.4 The Deputy and Secretary of the Academic Committee are selected by a collective decision from among the members of the Academic Committee. During the absence of the head of the academic committee, his functions are performed by a deputy. The Secretary of the Academic Committee informs and organizes the work of members of the Academic Committee, keeps minutes of meetings, Minutes of academic committees are open in nature and are available for review.
- 7.5 The composition of the Academic Committee is approved by the Rector's order based on the decision of the Academic Council.
- 7.6 Members of the Academic Committee have the right to a dissenting opinion, which, if expressed, must be stated in writing and attached to the minutes of the meeting.
- 7.7 Meetings of personnel committees are held as necessary, but at least once every two months. The meeting can be held either in person or with the use of remote technologies by the decision of the AU Chairman.
- 7.8 The composition of the Academic Committee is approved by the Rector's order based on the decision of the Academic Council.
- 7.9 Control and coordination of the work of Academic Committees is carried out by the deans of faculties and the Department for Academic Quality Improvement.

8. ACADEMIC COMMITTEE DOCUMENTATION

- 8.1 Regulations on the Academic Committee (AC)
- 8.2 The Order on the membership of the Academic Committee
- 8.3 Minutes of meetings of the AC meetings
- 8.4 Developed educational programs and other materials.

9. CHANGES AND ADDITIONS

- 9.1 These Regulations are approved by the Rector of the University on the basis of a decision of the Academic Council and come into force from the moment of its signing.
- 9.2 Amendments and additions to the Regulation are made in accordance with legislative acts, regulatory documents in the field of education and intra-university regulations.
- 9.3 In the event of a change, all copies of the Regulations available at the University that have become invalid must be withdrawn and replaced with new ones.