

**AKTOBE REGIONAL UNIVERSITY K.ZHUBANOV**

**POSITION  
ABOUT THE QUALITY ASSURANCE COMMISSION**

**Publication for official use**

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## **1. REGULATORY REFERENCES**

The following regulatory documents are used in this Regulation:

- 1.1. The Law of the Republic of Kazakhstan "On Education" dated June 27, 2007 No. 319-III (with amendments and additions);
- 1.2. Rules of organization of the educational process on credit technology of training (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 563 dated October 12, 2018);
- 1.3. State General Education Standard (Order No.348 of the Ministry of Education and Science of the Republic of Kazakhstan 3 аbрыста dated August 3 2022 with amendments and additions);
- 1.4. Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education (Order of the Ministry of Education and Science of the Republic of Kazakhstan No.614 dated December 21, 2021 with amendments and additions);
- 1.5. Quality Assurance Policy of K. Zhubanov Aktobe Regional University (Approved by the Chairman of the Board-Rector of K. Zhubanov ARU based on the decision of the Academic Council of August 12, 2020 (Protocol No. 13);
- 1.6. Academic policy of the K. Zhubanov ARU (Approved by the decision of the K. Zhubanov Academic Council of the ARU (Approved by the decision of the K. Zhubanov AS of the ARU of August 12, 2020 Protocol No. 13).

## **2. ABBREVIATIONS**

**ARU**-Aktobe Regional University  
**QOC**-Quality Assurance Commission  
**EP**-Educational program  
**PTS** – Professorial and teaching staff.

## **3. GENERAL PROVISIONS**

3.1. This Regulation on the Quality Assurance Commission defines the goals, objectives, composition and working procedure of the Quality Assurance Commission (hereinafter referred to as the Commission).

3.2. The Commission is a collegial body whose activities are aimed at improving the organization and coordination of academic activities of the faculty, developing recommendations for making decisions on improving the quality of educational services provided, as well as obtaining objective information about the state of the quality of education, trends in its changes and reasons affecting its level.

3.3. The activities of the Comissia are coordinated by the Chairman of the Comissia, and supervised by the Department for Academic Quality Improvement.

3.4. In their work, the Comissia closely cooperate with academic committees, faculty councils, the academic Council of the University and student collegial bodies of faculties.

#### **4. PROCEDURE FOR FUNCTIONING OF THE KOMIREPUBLIC**

4.1. The Commission is created at each faculty, which includes teachers, students, undergraduates, doctoral students and other academic staff of the university. The Chairman of the commission is appointed by the Dean of the faculty. The Chairman organizes the work of the Commission, determines the dates of meetings, and monitors the implementation by the Faculty of decisions and recommendations adopted at the Commission meetings. Prepares accounting documents on the work of the Commission..

4.2. The Commission works on the basis of a plan developed for one academic year (approved by the Chairman and Dean of the Faculty). The work plan of the commission is drawn up in accordance with the roadmap for monitoring the quality of the university. When drawing up the work plan, the recommendations of the members of the Commission, the heads of the EP and the staff of the Department for improving academic quality are taken into account.

4.3. The quantitative and personal composition of the Commission from among the teaching staff and the heads of the EP is approved on the basis of a vote by the faculty staff. Candidates for students (undergraduates, undergraduates, doctoral students) are submitted by the Deputy Dean on the basis of the recommendation of the head of the student government. The Commission may include the dean or the Deputy dean of the faculty, employees of the Department for Academic Quality Improvement as non-voting members.

4.4. Temporary commissions (working groups) may be formed from among the members of the Commission to monitor and analyze certain areas of activity (checking the evaluated work of students, following the recommendations of an External expert group of the accreditation agency, etc.). For objective assessment and analysis, other persons (teachers, university staff) may be involved in the working group.

4.5. The Secretary of the Commission is selected by a collegial decision from among the members of the Commission. The Secretary of the Commission informs and organizes the preparation of meetings of the Commission, keeps minutes of meetings, monitors the timely implementation of its decisions, and communicates with the applicant.

4.6. Meetings of the Commission are held as necessary, but at least once a month. Meetings are considered competent if at least 75 percent of the total number of Commission members are present.

4.7. Decisions are documented by a protocol signed by the Chairman and the Secretary. The minutes are prepared within 3 days after the meeting. The Commission's decisions are sent to the applicants, the original protocol is kept by the Chairman of the Commission.

4.8. The Commission's decisions are final and are not subject to review or cancellation by the Dean's Office.

4.9. QOC decisions with analytical data and reports for consideration are sent to the faculty council, and some questions may be sent to the Academic Council of the university.

## **5. FUNCTIONS OF THE KOMIREPUBLIC**

5. 1. Monitoring of implementation of the recommendations on the development of EP by the External Expert Commission of the Accreditation agen (post-accreditation). Identify problems that hinder the implementation of recommendations.

5. 2. Monitoring the results of national ratings of educational programs of higher education institutions ("Atameken", etc.). Identification of weaknesses and risks of the EP. Develop recommendations for improving your ranking position.

5. 3. Analysis of the results of passing the NQT (National Qualification testing) by graduates, identification of weaknesses. Development of measures to improve the results of NQT.

5. 4. Monitoring the quality of final certification of students. Monitoring the quality of preparation of exam materials. Development of proposals.

5. 5. Analysis of the assessment of the teaching staff of students' academic achievements in accordance with the assessment policy adopted at the university.

5. 6. Consideration of students ' applications regarding the quality of educational services, organization of the educational process, issues related to violation of the principles of objective assessment of academic achievements, academic integrity.

5. 7. Attendance of teaching staff classes and assessment of the quality of teaching (in case of complaints from students).

5. 8. Analysis of the effectiveness of the borrowing review, development of proposals for improvement.

**6. PROCEDURE FOR MAKING AMENDMENTS AND ADDITIONS  
TO THE REGULATION ON THE QUALITY ASSURANCE  
COMMISSION  
ARU NAMED AFTER K. ZHUBANOV**

6. 1. These Regulations are approved by the Chairman of the Board-Rector of the University on the basis of a decision of the Management Board and come into force from the moment of its signing.

6. 2. Amendments and additions to the Regulation are made in accordance with legislative acts, regulatory documents in the field of education and university regulations.

6. 3. In the event of a change, all copies of the Regulations available at the university that have lost their validity must be withdrawn and replaced with new ones.