

**K. Zhubanov Aktobe Regional University**

**Regulations  
on the Quality Assurance Commission**

**Aktobe, 2025**

## **1. NORMATIVE REFERENCES**

**The following normative documents are used in these Regulations:**

1.1. Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III (as amended and supplemented on March 15, 2025 No. 172-VIII);

1.2. “Rules for the organization of the educational process under credit technology of learning” (Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (as amended and supplemented on March 26, 2025 No. 134);

1.3. State Compulsory Standard of Higher and Postgraduate Education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter - MSHE RK) dated July 20, 2022 No. 2 (as amended and supplemented on March 4, 2025 No. 90);

1.4. Model Rules for the Activities of Educational Institutions Implementing Educational Programs of Higher and/or Postgraduate Education (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 (as amended and supplemented on June 24, 2024 No. 307);

1.5. Internal normative documents of K. Zhubanov Aktobe Regional University.

## **2. ABBREVIATIONS**

ARU – Aktobe Regional University

QAC – Quality Assurance Commission

EP – Educational Program

TKA – Teachers’ Knowledge Assessment

FAS – Faculty and Academic Staff

## **3. GENERAL PROVISIONS**

3.1. These Regulations on the Quality Assurance Commission define the purpose, objectives, composition, and procedure of the Commission’s activities (hereinafter – the Commission).

3.2. The Commission is a collegial body whose activities are aimed at improving the organization and coordination of the faculty’s academic activities, developing recommendations for decision-making to enhance the quality of provided educational services, as well as obtaining objective information on the state of education quality, trends in its development, and factors influencing its level.

3.3. The activities of the Commission are coordinated by the Chair of the Commission and supervised by the Department for Academic Quality Enhancement.

3.4. In its work, the Commission closely interacts with academic committees, faculty councils, the Academic Council of the University, and student collegial bodies of the faculties.

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

4.1. A Commission is established at each faculty and includes faculty members, students, and other academic staff of the university. The Chair of the Commission is appointed by the Dean of the faculty. The Chair organizes the work of the Commission, sets the dates of meetings, monitors the implementation of the decisions and recommendations adopted at the meetings, and prepares reporting documentation on the Commission's activities.

4.2. The Commission operates on the basis of an annual work plan (approved by the Chair and the Dean of the faculty). The work plan is developed in accordance with the university's quality monitoring roadmap. When drafting the plan, the recommendations of the Commission members, heads of educational programs, and staff of the Department for Academic Quality Enhancement are taken into account.

4.3. The quantitative and personal composition of the Commission from among the faculty members and heads of educational programs is approved based on a vote of the faculty's teaching staff. Candidates from among students (undergraduate, master's, and doctoral students) are nominated by the Vice Dean based on the recommendation of the student self-government leader. The Dean or Vice Dean of the faculty, as well as staff of the Department for Academic Quality Enhancement, may be included in the Commission as non-voting members.

4.4. Temporary subcommittees (working groups) may be formed from among the Commission members to monitor and analyze certain areas of activity (reviewing assessed student work, monitoring the implementation of recommendations of the External Expert Panel of the accreditation agency, etc.). To ensure objective evaluation and analysis, individuals outside the Commission (faculty members, university staff) may be involved in the working groups.

4.5. The Secretary of the Commission is elected by a collegial decision from among the Commission members. The Secretary informs members and organizes meeting preparations, keeps minutes of meetings, monitors the timely implementation of decisions, and ensures communication between the Commission and the applicant.

4.6. Commission meetings are held as needed, but at least once every two months. Meetings are considered valid with the presence of at least 75 percent of the total number of Commission members.

4.7. Decisions are documented in minutes signed by the Chair and the Secretary. The minutes must be prepared within three days after the meeting. The Commission's decisions are sent to the applicants; the original minutes are kept by the Chair of the Commission.

4.8. The Commission's decisions are final and cannot be revised or revoked by the Dean's Office.

4.9. The Commission's decisions, along with analytical data and reports, are submitted to the Faculty Council for review; some issues may be submitted to the University Academic Council.

## **5. FUNCTIONS OF THE COMMISSION**

5.1. Monitoring the implementation of recommendations for the development of educational programs provided by the External Expert Commission of the accreditation agency (post-accreditation). Identifying issues that hinder the implementation of these recommendations.

5.2. Monitoring the results of national rankings of the university's educational programs ("Atameken" and others). Identifying weaknesses and risks of educational programs. Developing recommendations for improving ranking positions.

5.3. Analyzing the results of the Teachers' Knowledge Assessment (TKA) taken by graduates and identifying weak areas. Developing measures to improve TKA results.

5.4. Monitoring the quality of the final attestation of students. Monitoring the quality of examination materials. Developing proposals for improvement.

5.5. Analyzing the evaluation practices of the faculty and academic staff regarding students' academic achievements in accordance with the university's assessment policy.

5.6. Reviewing students' applications regarding the quality of educational services, organization of the educational process, issues related to violations of objective assessment principles, and academic integrity.

5.7. Visiting faculty classes and evaluating the quality of teaching (in case of complaints submitted by students).

5.8. Analyzing the effectiveness of plagiarism checking and developing suggestions for improvement.

## **6. PROCEDURE FOR AMENDING AND SUPPLEMENTING THE REGULATIONS ON THE QUALITY ASSURANCE COMMISSION OF K. ZHUBANOV AKTOBE REGIONAL UNIVERSITY**

6.1. These Regulations are approved by the Chair of the Board–Rector of the University based on the decision of the Academic Council and enter into force upon signature.

6.2. Amendments and supplements to the Regulations shall be made in accordance with legislative acts, normative documents in the field of education, and the university's internal regulations.

6.3. In case of amendments, all copies of the Regulations in the University that have lost their validity must be withdrawn and replaced with updated versions.