


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV”</p>	
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**PROVISION  
ON ACADEMIC COMMITTEE  
BY DEGREE PROGRAMS**


**P 029-03-02-02.1.03–2022**

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## PREFACE

**1 DEVELOPED:** by Educational and Methodological department of Academic Affairs Department at NPJSC “Kazakh National Research Technical University named after K.I. Satbayev”

Head of EMU DAA  
«06» 06 2022.

 A. Zhumagaliyeva

## 2 AGREED

Responsible for translation  
Head of Foreign Languages  
Department

«   »     2022.

 A. Turlybekova

**3 APPROVED** by EMC decision, minutes # 9 dated «31» 05 2022.

**4 APPROVED** by AC decision, minutes # 19 dated «16» 06 2022.

**5 INTRODUCED** for the first time

## CONTENT

1	General provisions	4
2	Goals and objectives of Academic Committees	4
3	Functions of Academic Committees	5
4	Rights and accountabilities	5
5	Procedure for functioning	6
6	Registration sheet on changes	7

## **1 General provisions**

1.1. Management of degree programs is carried out at the academic and administrative level (hereinafter, respectively, academic management of degree programs, administrative management of degree programs);

1.1.1 Academic management of Bachelor's, Master's, and Doctorate degree programs is carried out by Academic Committee;

1.1.2. Administrative management of degree programs is carried out by Academic Affairs Department, which, in accordance with the order of Vice-Rector, is accountable for implementing the degree programs. Direct administration of the educational process for degree programs is carried out by Educational and methodological department of Academic Affairs Department.

1.2 Academic committees are collegial bodies of University engaged in the design, development and improvement of degree programs in accordance with the labor market needs.

1.3. Academic Committees of degree programs are created in the areas of training based on the decision of Academic Council and the order of Vice-Rector for Academic Affairs.

1.4. Academic Committees in their activities are guided by Law of the Republic of Kazakhstan "On Education", regulatory documents of Ministry of Education and Science of the Republic of Kazakhstan, SCSE Higher Education, SCSE Postgraduate Education, Charter of University, Rector's decrees, decisions of University's Academic and Educational Councils, Provisions of International Quality Standards, University's internal regulatory documents, as well as the given Regulation.

## **2 Goals and objectives of Academic Committees**

2.1 Purpose of the activity of Academic Committees is to improve the quality of educational process at all levels of the degree program based on coordinating the educational and methodological support for departments and other structural units' activities.

2.2 Objectives of Academic Committees:

- organizing the collegial development of the degree program and its structural elements;

- forming the educational trajectory of personnel training based on ensuring the continuity of the stages of ongoing education (Bachelor's degree, Master's degree);

- organizing the work to improve the quality of educational and methodological support of degree programs;

- analysis and implementing the best international and domestic experience in the content and technology of the degree program;

- interaction with employers and graduates of the degree program to clarify the requirements for the graduate's competencies and assess the quality of their training;
- preparing the degree program for various quality assessment procedures (including accreditation), organizing the self-examination of the program.

### **3 Functions of Academic Committees**

3.1 Elaborating the degree program and its submission for approval by Academic Council.

3.2 Defining the content of degree programs, elective disciplines catalog.

3.3 Organizing the examination of degree programs' content to qualification requirements for personnel training imposed by employers.

3.4 Organizing the work based on mandatory involvement of employers in elaborating the degree programs, making recommendations when forming DP modules.

3.5 Considering the results of monitoring the progress of students in degree programs in the following areas with the purpose to develop proposals to improve teaching disciplines quality.

3.6 Reviewing the report on monitoring the students' satisfaction with teaching quality in the degree program.

### **4 Rights and accountabilities**

4.1 Members of Academic Committees have the right:

- to make proposals for improving the degree programs, working curricula, work programs (Syllabus), CED, EMCD to ensure the quality and continuity of education levels;

- to submit for consideration by Educational and Methodological Council of University and various commissions of University issues related to implementing the goals and objectives of Academic Committees' activities;

- to require the necessary documents from Departments' teachers for objective assessment of their work within the framework of the degree program in the following areas;

- within the limits of their authority to require the provision of necessary information from University's structural units to perform their activities.

4.2 Accountabilities of Academic Committees:

- for the quality and timeliness of provision of educational programs for consideration and approval;

- for compliance of degree programs with SCSE requirements, key requirements of the labor market and employers for future specialists;

- for timely provision of necessary materials, reports on the work of Academic Committees, information for the work of EMC, Academic Council of University.

## **5 Procedure for functioning**

5.1. Academic Committee consists of:

- representatives of University from among Department's teaching staff in the implemented areas of training. To ensure an interdisciplinary approach, representatives of both specialized and providing general education and basic training of academic departments are involved in the composition;

- representatives of employers;

- representatives of students.

5.2 Academic Committees appoint a chairperson from among their members at the first meeting. Academic Committees' chairmen preside over meetings, plan work, and are accountable for the activities carried out by Academic Committees. Organizes the development and approval of a set of documents of degree programs, as well as its updating (mainstreaming). Accountable for effectiveness of implementing all elements of the curriculum of degree programs, organizes and controls the activities of teaching staff participating in executing the degree programs, interacts with KazNRTU managers and employees of structural units to fulfill the degree programs.

5.3 Academic Committees' members have the right to a dissenting opinion, which, if expressed, must be stated in writing and attached to the minutes of Academic Committees' meetings.

**REGISTRATION SHEET ON CHANGES** \_\_\_\_\_

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position