



Regulations on the Faculty Quality Assurance Commission Karaganda University named after Academician E.A. Buketov

1. General Provisions

1.1 This Regulation is developed in accordance with the Law of the Republic of Kazakhstan "On Education" No. 319-III dated 27.07.2007, the Rules for the organization and implementation of educational and methodological and scientific-methodological work dated 29.11.2007 No. 583, the Model Rules for the activities of educational organizations of relevant types, No. 595 dated 30.10.2018.

1.2 The Faculty Quality Assurance Commission (hereinafter referred to as the Commission) is a collegial body that ensures the implementation of the university's academic policy and monitors the quality of training.

2. Procedure for the Faculty Quality Assurance Commission

2.1 The term of office of the Commission is one academic year.

2.2 The composition of the Commission is approved by the Faculty Council on the recommendations of the heads of departments.

2.3 The work of the Commission is carried out in accordance with the annual plan adopted at the meeting of the Faculty Council and approved by the Dean of the Faculty.

2.4 Meetings of the Commission are held at least once a month.

2.5 Decisions of the Commission are taken by open voting.

2.6 Each meeting of the Commission is documented by a protocol signed by the chairman and secretary.

3. Composition of the Faculty Quality Assurance Commission

3.1 The permanent members of the Commission include representatives of the faculty of all departments of the faculty. Students and employers may be included in the Commission as invited members, whose participation in meetings may be selective and determined by the chairman. The participation of students and employers in the Commission meeting should be determined by the content of the meeting agenda.

3.2 Representation should ensure the interests of all departments of the faculty. The quantitative composition of the Commission cannot be less than the number of departments at the faculty and include less than 9 members.

3.3 The quorum of participants in the meeting must be at least 2/3 of the members of the permanent staff.

3.4 The Commission is headed by a chairman who has experience in methodological and pedagogical work in a university.

4. Functions of the Faculty Quality Assurance Commission

4.1 Methodological support of the educational process at the faculty;

4.2 Planning mutual visits of faculty members' classes;

4.3 Attending classes, analyzing the quality of teaching, and making recommendations for improvement;

4.4 Participation in the development of planning documents for the development of the educational and methodological base of the faculty;

4.5 Organization of work to improve the pedagogical skills of the faculty;

4.6 Providing methodological assistance to the faculty in the implementation of educational programs;

4.7 Analysis of student achievement at the faculty, satisfaction of participants in the educational process with the quality of training;

4.8 Participation in the implementation of the university's strategic objectives aimed at ensuring the quality of education;

4.9 Monitoring the effectiveness of knowledge assessment mechanisms in the context of the Academic Integrity Rules of Karaganda University named after E.A. Buketov;

4.10 Conducting an examination of projects of innovative educational programs submitted to the Academic Council of the University;

4.11 Interaction with the Academic Council of the University within the framework of the approved work plan and the University's development strategy in the field of education;

4.12 Development of a work plan for the Commission for the academic year;

4.13 Participation in the development of plans for the publication of educational and methodological literature within the educational programs of the faculty, including electronic media;

4.14 Monitoring the quality of educational and methodological literature prepared by the faculty;

4.15 Informing the heads of departments and the dean of the faculty about potential risks in the field of quality and decisions of the Academic Council of the University;

4.16 Organization of work to implement the decisions of the Academic Council by the faculty.

5. Procedure for approval and amendment of the Regulations on the Faculty Quality Assurance Commission

5.1 This Regulation is approved by the Board Member, Vice-Rector for Academic Affairs;

5.2 This Regulation may be amended or supplemented in connection with the emergence of new external requirements for the organization of academic work in

the university, the actualization of the "Academic Policy of KarU", decisions of the Academic Council, the Scientific Council, and the Board of Directors.

Approved at the meeting of the Academic Council of KarU named after
E.A. Buketov
(Protocol No. 1 dated 21.10.2021)