

APPROVED BY  
Chairman of the Management Board -  
Rector of NAO "Karaganda University  
named after academician E.A. Buketov"  
Prof. N.Ö. Dulatbekov  
« 2023 »



**Regulations on the Academic Council of Karaganda University named  
after Academician E.A. Buketov**

(Additions made at the meeting of the Academic Council, Protocol No. 7 of  
28.12.2023)

**1. General Provisions**

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

1.2 The Academic Council is a collegial body that ensures the formation and implementation of the academic policy of the university.

1.3 The Academic Council coordinates the work of the Quality Assurance Commissions of the faculties.

1.4 The activities of the Academic Council are managed by a member of the Board, Vice-Rector for Academic Affairs.

**2. Procedure of the Academic Council**

2.1 The term of office of the Academic Council is one academic year.

2.2 The numerical composition of the Academic Council must be odd.

2.3 The permanent staff of the Academic Council is approved by the Academic Council on the proposal of a member of the Board, Vice-Rector for Academic Affairs.

2.4 The work of the Academic Council is carried out in accordance with the annual plan adopted at the council meeting and approved by the Chairman of the Board, the Rector of the University.

2.5 Meetings of the Academic Council are held at least once every two months.

2.6 Decisions of the Academic Council are made by open voting.

2.7 Each meeting of the Academic Council is documented by a protocol in Kazakh and Russian, signed by the chairman and secretary.

2.8 The annual work plan and the list of permanent members of the Academic Council are posted on the university website.

### **3. The main activities of the Academic Council**

#### **3.1 Monitoring:**

- Consideration of methodological and methodological issues related to the improvement of the educational process at the university and its resources;
- Monitoring of the provision of additional education programs;
- Monitoring the implementation of strategic objectives of the university in the field of education and achievement of established indicators.

#### **3.2 Planning:**

- Drawing up plans for the resource support of the educational process, taking into account the student body, the profile of educational programs, the level of training and opportunities: publication and acquisition of educational, teaching materials, and other materials, including electronic media; acquisition and updating of educational equipment;
- Organization of long-term planning of the educational process, taking into account the demographic, economic and industry situation in the regions and in the country as a whole;
- Assistance in conducting marketing research to forecast the need for specialists in existing and future areas of training.
- Drawing up the annual work plan of the Academic Council;
- Approval of annual activity plans of faculty quality assurance commissions.

#### **3.3 Expertise:**

- Evaluation of the content and reviewing of educational, teaching materials, textbooks, teaching aids, preparation of recommendations for their publication and use in the educational process;
- Approval of educational and teaching materials of the university and related documentation;
- Making proposals to improve regulatory legal documents, the classifier of higher and postgraduate education specialties, state compulsory education standards;
- Development, approval of mechanisms for the design, implementation and examination of educational programs, allocation of resources for their implementation;
- Assistance in the design of innovative educational programs;
- Examination of the content of innovative programs for inclusion in the republican register;
- Evaluation of the quality of additional education programs;
- Consideration of issues related to student achievement, satisfaction of participants in the educational process, the quality of specialist training in general.

### **4. Structure of the Academic Council**

4.1 The Academic Council includes the Academic Committee on Methodological Support of the Educational Process, the Academic Committee on the Design and Examination of Educational Programs, and the Teaching Quality Assessment Commission.

**5. Composition and functions of the Committees and Commissions of the Academic Council**

5.1 Academic Committee on Methodological Support of the Educational Process.

5.1.1 The Committee on Methodological Support of the Educational Process includes the chairmen of the Quality Assurance Commissions