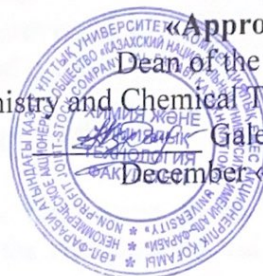


AL-FARABI KAZAKH NATIONAL UNIVERSITY

«Approved»
Dean of the Faculty of
Chemistry and Chemical Technology
Galeyeva A.K.
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REGULATION of the Academic Committee on the quality of education and teaching at the Faculty of Chemistry and Chemical Technology

1 GENERAL REGULATIONS

1.1 These Regulations define the principles for organizing the activities of the Academic Committee on the quality of education and teaching at the Faculty of Chemistry and Chemical Technology (hereinafter referred to as the Committee).

1.2 The Committee is a collegial, administrative and executive body of management, which, in its activities, is guided by the current regulatory legal acts of the Republic of Kazakhstan in the field of education and the regulatory documents of the university.

1.3 The Committee carries out comprehensive monitoring and support of the educational process of the faculty.

2 TERMS AND DEFINITIONS

The following terms and definitions are used in this Regulation:

Process - a set of interrelated and interacting activities that transform inputs into outputs.

Educational program (hereinafter - EP) - a training program that includes a set of training modules aimed at mastering key competencies by students.

Quality of education - an integral characteristic of the education system, reflecting the degree of compliance of actual educational results achieved with regulatory requirements, social and personal expectations.

Quality monitoring - an independent, documented process of objective quality assessment in order to determine the degree of compliance with monitoring criteria.

Ensuring the quality of education - the process of creating conditions conducive to the quality of education (providing educational resources, infrastructure, curricula and programs).

Quality improvement - a systematic activity of an organization aimed at continuous improvement of the effectiveness and efficiency of processes.

Conditions for the implementation of the educational program - a set of personnel, material and technical, educational and methodological, informational, financial and social support of the educational process.

Quality indicators - a guiding principle for improving quality, has the function of measuring, signaling the quality of the educational process

3 AIM AND MAIN OBJECTIVES

3.1. The aim of the activity of the Academic Committee on the quality of education and teaching at the Faculty is to increase the effectiveness and efficiency of the educational process.

3.2. The main tasks of the Academic Committee on the quality of education at the faculty include:

- complexity of planning and management of educational activities, which is provided by a system of principles aimed at its modernization in order to comply with international standards of higher and postgraduate education;

- development of academic traditions and innovations in education;

- realization of the right of students to participate in the management of the educational process in order to ensure the protection of the rights of students in obtaining a quality education, as well as in assisting the faculty in solving the tasks it faces in preparing competitive graduates;

- improvement and updating of the content, motivation, value components of educational programs as the means of purposeful formation of a competitive graduate, ready for continuous professional growth, social and professional mobility;

- implementation of educational programs based on the synthesis of educational and research activities as the means of improving the scientific content of educational programs and as a prerequisite for unlocking the research potential of a specialist's personality, ready for productive research activities;

- monitoring of the programs of interaction between departments and employers on issues of targeted training of specialists.

4 FUNCTIONS

4.1. Academic Committee on the quality of education and teaching at the Faculty:

- considers and evaluates the quality of the educational process (design, planning, organization, provision) at the Faculty at all three levels: bachelor, master, PhD;

- develops and makes appropriate recommendations aimed at improving the quality of the educational process at the Faculty;

- monitors the implementation of recommendations, as well as the educational activities.

4.2. The Committee considers issues of academic integrity.

4.3. The Committee considers the results of monitoring the progress of students in educational programs in order to develop proposals for improving the quality of teaching disciplines and the content of the EP.

4.4. The Committee considers reports on monitoring the satisfaction of students of the educational program with the quality of teaching.

4.5. Decisions of the Committee on the violations of academic integrity serve as the basis for the application of disciplinary and administrative measures.

5 ORGANIZATIONAL STRUCTURE, RIGHTS

5.1. The staff of the Committee is formed of experienced lecturers with scientific, pedagogical and methodological work experience of at least 10-15 years. The composition of the Committee is approved by the decision of the Scientific Council of the Faculty.

5.2. Participation in the work of the Committee is voluntary.

5.3. The composition of the Committee is approved for at least 2 years with the possibility of replacing the members of the Committee and including new members, if necessary, on the proposal of the Scientific Council of the Faculty.

5.4. The Chairman of the Committee is elected from among the members of the Committee by a general vote of all its members.

5.5. A secretary shall be appointed from among its members to take minutes of the meetings of the Committee.

5.6. Candidates for members of the Committee are approved at a meeting of the Scientific Council of the Faculty by open voting.

5.7. The issues of the quality of education at the meetings of the Committee are discussed as necessary, but at least once a semester.

5.8. Meetings of the Academic Committee on the quality of education at the Faculty are documented in minutes.

5.9. The Committee interacts with structural subdivisions of the Faculty, third-party organizations and institutions within the framework of various activities of the Committee, if necessary to solve the tasks and functions assigned to the Committee.

5.10. The Committee is responsible for the objectivity and quality of decisions made.

5.11. The Committee has the right:

- to submit for consideration by the Scientific Council issues related to the activities of the Committee;

- to come up with proposals to the dean of the faculty, organizations, associations on issues within the jurisdiction of the Committee;

- to request the necessary certificates and documents for the activities of the Committee;

- to assist and participate in the assessment of the quality of the educational process at the Faculty;

- to give recommendations on improving the quality of educational programs,

educational and methodological complexes of educational programs and disciplines, classes, forms and methods of teaching;

- to consider the reports of the heads of structural divisions at their meetings;
- not to accept for consideration and return for processing poor-quality and carelessly prepared documents.

5.12. Committee members have the right:

- to make proposals for improving all aspects of the educational process;
- to appoint and conduct an examination and create commissions for various types of audit;

- to demand the necessary documents from the teaching staff of the departments, employees of the dean's office and the university within their competence;

- to attract teachers to carry out individual assignments.