**APPROVED BY**

**Acting Chair of the Management Board – Rector of the Non-profit Joint-Stock Company "Karaganda National Research University named after academician Ye.A. Buketov"**

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**"27" 10 2026**

# REGULATIONS

on the Karaganda National Research University named after academician Ye.A. Buketov *(as amended by the decision of the Academic Council, Minutes No. 4 dated 23 October 2026).*

## 1. General Provisions

1.1 These Regulations have been developed in accordance with Law of the Republic of Kazakhstan No. 319-III "On Education" dated 27 July 2007, the Rules for Organizing and Conducting Educational and Methodological and Scientific and Methodological Work, No. 583 dated 29 November 2007, and the Standard Rules for the Activities of Educational Organizations of the Relevant Types, No. 595 dated 30 October 2018.

1.2 The Academic Council is a collegial body responsible for the development and implementation of the University's academic policy.

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

1.4 The activities of the Academic Council are managed by the Member of the Management Board for Academic Affairs – Vice-Rector.

## 2. Operating Procedures of the Academic Council

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

2.2 The Academic Council shall consist of an odd number of members.

2.3 The permanent membership of the Academic Council is approved by the Academic Council of the University upon the recommendation of the Member of the Management Board for Academic Affairs – Vice-Rector.

2.4 The Academic Council operates in accordance with an annual plan adopted at a Council meeting and approved by the Chair of the Management Board – 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 adopted by open vote.

2.7 Each meeting of the Academic Council is documented in minutes in the Kazakh and Russian languages and signed by the Chair and the Secretary.

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

## 3. Main Areas of Activity of the Academic Council

3.1 Monitoring activities:

– consideration of methodological matters related to improving the educational process at the University and its resource provision;

– monitoring the provision of continuing education programmes;

– monitoring the fulfilment of the University's strategic objectives in education and the achievement of established indicators.

3.2 Planning:

– preparation of plans for the resource provision of the educational process, taking into account the student body, the profiles of educational programmes, the level of training and available capacity, including the publication and acquisition of educational and instructional literature and other materials, including electronic materials, and the acquisition and upgrading of educational equipment;

– organization of long-term planning of the educational process, taking into account the demographic, economic and sectoral situation in the regions and across the country;

– assistance in conducting market research to forecast demand for specialists in existing and prospective fields of study;

– preparation of the annual work plan of the Academic Council;

– approval of the annual activity plans of the Faculty Quality Assurance Commissions.

3.3 Expert review activities:

– evaluation of content and review of educational and instructional documentation, textbooks and teaching aids, and preparation of recommendations for their publication and use in the educational process;

– approval of the University's educational and instructional documentation and related documents;

– submission of proposals for improving regulatory legal documents, the Classifier of Higher and Postgraduate Education Specialties, and the State Compulsory Education Standards;

– development and approval of mechanisms for the design, implementation and expert review of educational programmes, and allocation of resources for their implementation;

– assistance in designing innovative educational programmes;

– expert review of the content of innovative programmes for inclusion in the National Register;

– evaluation of the quality of continuing education programme delivery;

– consideration of matters relating to student academic performance, the satisfaction of participants in the educational process, and the overall quality of specialist training.

**4. Structure of the Academic Council**

4.1 The Academic Council comprises the Academic Committee for Methodological Support of the Educational Process, the Academic Committee for the Design and Expert Review of Educational Programmes, and the Teaching Quality Assessment Commission.

**5. Membership and Functions of the Committees and Commissions of the Academic Council**

5.1 Academic Committee for Methodological Support of the Educational Process.

5.1.1 The Committee for Methodological Support of the Educational Process includes the chairs of the Faculty Quality Assurance Commissions and representatives of administrative and managerial staff and students.

5.1.2 The representation of administrative and managerial staff on the Committee is determined by the Chair of the Academic Council.

5.1.3 Functions of the Committee:

– consolidation and dissemination of best practices in organizing and improving instructional and methodological work and the University's information and educational infrastructure;

– analysis of the current state of methodological support for the educational process;

– analysis of the instructional and methodological work of departments and the Faculty of Continuing Education in the context of the University's strategic objectives, the regulatory requirements of the Ministry of Science and Higher Education of the Republic of Kazakhstan, and state education policy in general;

– analysis of the fulfilment of the University's strategic objectives in education;

– analysis of the implementation of the Academic Policy of Karaganda Buketov University and identification of measures for its improvement in the context of educational trends;

– participation in the development of the University's strategic development programmes in education;

– participation in improving the Academic Policy of Karaganda Buketov University and internal regulatory documents governing the University's instructional and methodological activities;

– expert review and approval of educational and instructional documentation;

– organization of expert reviews of textbooks and teaching aids, including electronic materials, and preparation of recommendations for their publication and use in the educational process;

– development of proposals for improving the professional development and retraining system for academic staff.

5.2 Academic Committee for the Design and Expert Review of Educational Programmes.

5.2.1 Educational programmes at the University are developed by academic committees established by order of the Chair of the Management Board – Rector and comprising representatives of academic staff, employers and students.

5.2.2 Functions of the Committee:

– consideration of the concepts and drafts of innovative educational programmes, dual-degree programmes, joint programmes and continuing education programmes;

– provision of methodological assistance and organizational support in designing innovative programmes, dual-degree programmes, joint programmes and continuing education programmes;

– consideration of proposals from departments to introduce qualitative changes to existing educational programmes;

– monitoring and evaluation of the quality of educational programme delivery in accordance with the Regulations on Monitoring and Evaluation of Educational Programmes;

– development of recommendations for improving mechanisms for the design and expert review of educational programmes;

– preparation of analytical reports for the Academic Council on the quality of educational programme delivery and opinions on the readiness of innovative educational programmes for national expert review;

– analysis of students' academic performance and satisfaction with the quality of education.

5.3 Teaching Quality Assessment Commission (supplemented at the meeting of the Academic Council, Minutes No. 7 dated 30 November 2022).

5.3.1 The activities of the Commission are coordinated by the Department of Strategic Development and Risk Management, which performs the functions of the head of the Commission (amendments adopted at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

5.3.2 The Commission operates transparently; teaching staff are informed that members of the Commission will attend their classes.

5.3.3 Members of the Commission (experts) are elected upon the recommendation of the Dean of the Faculty from among experienced University teaching staff who, as a rule, hold an academic degree and have at least five years of academic teaching experience.

5.3.4 Requirements for an expert's professional competencies: a high level of professional and pedagogical competence and a high level of general, communication and professional culture.

5.3.5 Requirements for an expert's personal qualities: integrity, self-discipline, goodwill, tact, respect for students, fairness and perseverance.

5.3.6 The membership of the Commission is approved by the Academic Council by open vote for a term of one year.

5.3.7 Internal experts may additionally be engaged in the work of the Commission where the workload is substantial or specialist knowledge is required to assess a teacher's level of theoretical training.

5.3.8 The procedure for experts attending classes is governed by the Methodological Toolkit for Teaching Quality Assessment (hereinafter referred to as the Methodological Toolkit).

5.3.9 The Methodological Toolkit includes a general description of the teaching quality assessment methodology, class quality questionnaires by type of class, and descriptors for determining the level achieved under each criterion.

5.3.10 The Methodological Toolkit is agreed with the Department for Academic Affairs and approved at a meeting of the University's Academic Council.

5.3.11 The list of teaching staff whose classes are to be attended is compiled on the basis of decisions of the Academic Council, the results of student surveys and recommendations of the Department for Academic Affairs. Teaching staff with between one and three years of academic teaching experience are also subject to class attendance.

5.3.12 With the agreement of the teacher, a class may be attended jointly with a Faculty representative (the Head of Department or the Chair of the Faculty Quality Assurance Commission).

5.3.13 The results of the attendance are discussed with the teacher; the expert formulates specific recommendations for improving teaching quality, arranging methodological support where necessary, and disseminating the teacher's best practices.

5.3.14 Following the attendance, the expert submits the following materials to the head of the Commission: the class quality questionnaire and the teacher's self-evaluation of the class.

5.3.15 The head of the Commission reports to the Academic Council on the results of the Commission's activities twice a year.

5.3.16 The originals of the materials resulting from class attendance (quality questionnaires and teachers' self-evaluations of classes) are retained by the Department of Strategic Development and Risk Management for five years; electronic copies are sent to Heads of Departments for further work.

5.3.17 Work performed as an expert of the Commission is taken into account in the Assessment Sheet used to determine the University teaching staff's supplementary payment from non-budgetary funds.

## 6. Procedure for Amending the Regulations on the Academic Council

These Regulations may be amended or supplemented in response to new external requirements for the organization of academic work at a higher education institution, updates to the Academic Policy of Karaganda Buketov University, or decisions of the Academic Council, the University Academic Council or the Board of Directors.

Approved at a meeting of the Academic Council of Buketov University
(Minutes No. 4 dated 12 February 2025)