

<p><b>Quality Management System Position about the Academic Council</b></p>	 <p><b>SAKEN SEIFULLIN UNIVERSITY</b></p>	<p><b>NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</b></p>
<p>PAS QMS 02.2068 - 2021 Page 1 of 15 Version 1</p>		

"Approved"by  
orderchairmanboardsNO. 449-N  
dated 08/10/2021

**QUALITY MANAGEMENT SYSTEM**

**STATEMENT**

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**OF ACADEMIC COUNCIL**

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**PAAQMS 02.2068 - 2021**

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**NUR-SULTAN 2021**

**Foreword**

<p><b>Quality Management System Position about the Academic Council</b></p>	 <p><b>SAKEN SEIFULLIN UNIVERSITY</b></p>	<p><b>NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</b></p>
<p>PAS QMS 02.2068 - 2021 Page 2of 15 Version 1</p>		

**1 WORKED OUT** by Department of Academic Affairs  
name of the working group (WG)

**2 APPROVED AND INTRODUCED BY THE Chairman of the Board**  
(official approving the document)

Order No. 449-N dated August 10, 2021  
(name, date and number of the approving organizational and administrative document)

**3 DEVELOPERS:**

- Director of the Department for Academic Affairs - Sarbasova K.A.  
academic degree, academic title
- Chief Manager of the Department of Academic Affairs - Imasheva A.Sh.  
academic degree, academic title

**4 THE TERM OF THE FIRST INSPECTION  
INSPECTION INTERVAL**

2026 .  
5 years

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</p>
<p align="center">PAS QMS 02.2068 - 2021 Page 3of 15 Version 1</p>		

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### Content

1	Application area	4
2	Normative references	4
3	Definitions	5
4	Designations and abbreviations	5
5	Responsibility and authority	5
6	General provisions	6
7	The procedure for the formation of the activities of the Academic Council	7
8	How to make changes	10
9	Storage and distribution	eleven
	Annex A Block diagram of the functioning of the Academic Council	12
	Annex B Approval sheet	13
	Appendix B Familiarization Sheet	14
	Annex D Change Registration Sheet	15

<p><b>Quality Management System Position about the Academic Council</b></p>	 <p><b>SAKEN SEIFULLIN UNIVERSITY</b></p>	<p><b>NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</b></p>
<p>PAS QMS 02.2068 - 2021 Page 4 of 15 Version 1</p>		

## 1 area of use

This Regulation on Academic Council (hereinafter referred to as PAA) establishes requirements for the administrative and legal assignment of the status of the organizational structure, functional duties, powers (rights) and responsibility to the council, which provides general guidance on the effective organization of the educational process, aimed at the implementation of student-centered learning and quality improvement education.

This one is mandatory for the management of all employees of the unit in their work.

The Regulation is included in the documentation package for the quality management system of NJSC "Saken Seifullin Kazakh Agrotechnical University " (hereinafter NJSC " S. Seifullin KATU " ).

## 2 Normative references

This provision uses references to the following regulatory and legal documents:

Constitution of the Republic of Kazakhstan dated August 30, 1995.

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education".

Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV "On Science".

Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V.

Civil Code of the Republic of Kazakhstan dated December 27, 1994 No. 268-XIII.

Charter of NJSC "S. Seifullin Kazakh Agrotechnical University ";

SO QMS 02.2007-2020 Organizational standard Knowledge control and final assessment of students;

MS ISO 9000:2005 Quality management systems. Fundamentals and vocabulary.

MS ISO 9001:2015 Quality management systems. Requirements.

SO QMS 01.1011-2020 Quality management system. organization standard. Rules for the construction, presentation and execution of quality management system documentation.

DP QMS 01.1006-2020 Quality management system. documented procedure. Documentation management.

DP QMS 01.1007-2020 Quality management system. documented procedure. Quality records management.

## 3 Definitions


3.1 In this provision , the terms and definitions established in accordance with ISO 9001:2005 apply.

In addition to them, in paragraphs 3.2-3.4 of this provision, the following terms and definitions are established :

3.2 Development unit: the unit that is the developer of the document - the department of academic affairs is a structural unit of the university in the system of management and coordination of the educational process.

3.3 The Academic Council is a collegiate advisory body for the formation of policy on all academic issues related to education and teaching, ensuring academic quality, academic management and management of the teaching staff at the University in accordance with the Charter, the Regulations on the Academic Council and internal documents of S. Seifullin KATU.

3.4 \_ The educational program is a single complex of the main characteristics of education,

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>		<p align="center">NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</p>
<p align="center">PAS QMS 02.2068 - 2021 Page 5of 15 Version 1</p>		

including the goals, results and content of education, the organization of the educational process, the ways and methods of their implementation, the criteria for assessing learning outcomes .

#### **4 Symbols and abbreviations**

The following abbreviations apply in this provision:

- NJSC " KATU named after S. Seifullin - NJSC " S. Seifullin Kazakh Agrotechnical University " ;
- EP - educational program;
- OS- organization standard;
- QMR - quality management representative;
- QMS - quality management system;
- P A A- provision on Academicwith advice;
- A C - Academicwith advice;
- University - higher educational institution ;
- DAI- Department of Academic Affairs ;
- DCDS - department of corporate development and strategy.

#### **5 Responsibility and authority**

5.1 This PAA is approved by the order of the Chairman of the Board of NJSC "S. Seifullin KATU ".

5.2 Responsibility and authority for the development of the regulation on bAcademic Council , its approval, approval, registration, commissioning are distributed as follows:

- responsibility for the development of PAA, namely for its content, structure lies with Director of the Department for Academic Affairs and the design, approval and implementation is carried out by the Department of Corporate Development and Strategy (hereinafter referred to as DCDS)
- PAA must be coordinated with the PKK, Director of the Department of Academic Affairs (hereinafter - DAI), Director of the Department of Legal Support and is drawn up in the "Agreement Sheet" (Appendix B ).
- the decision on the final version of the draft PAA is made by the OS.
- the secretary of the Academic Council submits the draft PAA for registration to the DCRS, draws up the original PAA, collects approval signatures;
- DCDS prepares an order on its entry into force of this provision, which is approved by the Chairman of the Board.
- Responsibility for bringing to the attention of the relevant employees of the unit approved by the PAA lies with the head of the unit. A record of familiarization is made out in the "Familiarization Sheet" (Appendix D ).

#### **6 General provisions**

6.1 These Regulations on the Academic Council of NJSC "S. Seifullin KATU " determines the goals, objectives, composition and procedure for the work of the Academic Council in NJSC " S.

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</p>
<p align="center">PAS QMS 02.2068 - 2021 Page 6 of 15 Version 1</p>		

Seifullin KATU ".

6.2 The activity of the Academic Council is based on the publicity of the collective discussion of issues within its competence.

6.3 The competence of the Academic Council includes:

1) discussion of new educational programs (hereinafter EP) and development of recommendations for further approval by the Academic Council;

2) making a decision on making changes and additions to the EP in order to update an existing educational programs based on the periodic evaluation of the EP ;

3) implementation of the priority areas of educational and methodological work determined by the development strategy of the university. Determination of general principles, directions, strategies and prospects for educational and methodological work in NJSC " S. Seifullin KATU " ;

4) consideration and approval of the plan Academic Council of NJSC " S. Seifullin KATU " ;

5) discussion and approval of internal documents on the creation, improvement of the academic quality assurance system and control over its implementation;

6) consideration and approval of uniform guidelines, recommendations aimed at optimizing educational and methodological work at the university and improving the organization of the educational process;

7) development of quality criteria for educational and methodological complexes and recommendations for the creation of educational and methodological materials ;

8) an analysis of the volume, list and content of the disciplines of the curricula and interdisciplinary relations, and the development of proposals for improving the content of the curricula, taking into account the planned development of the EP ;

9) to identify the needs of providing educational and methodological literature to the EP . Discussion and approval of long-term and current plans for the publication of educational and methodological literature. Consideration and discussion of manuscripts of educational and methodological materials and their recommendation for approval by the Academic Council of NJSC " S. Seifullin KATU " .

10) development and approval of standards and definitions of academic violations;

11) development of standards and procedures for imposing disciplinary sanctions on students, faculty and other academic staff for academic violations and submitting them for approval to the Chairman of the Board ;

12) implementation of other actions related to the academic activities of the university, in accordance with the regulations on the Academic Council and internal documents of NJSC " S. Seifullin KATU " .

## **7 The procedure for the formation of the work and activities of the Academic Council**

7.1 The Academic Council is created by the order of the Chairman of the Board.

7.2 The direct management of the work of the Academic Council of the University is carried out by the Deputy Chairman of the Board for Academic Affairs - the Rector of NJSC " S. Seifullin KATU " - Chairman of the Academic Council of NJSC " S. Seifullin KATU " .

7.3 Deputy Chairman of the Academic Council of NJSC " S. SEIFULLIN KAZAKH AGROTECHNICAL UNIVERSITY " is the director of the department of academic affairs. In the absence of the chairman, his duties are performed by the deputy. The Chairman organizes the work of the Academic Council and ensures its activities in accordance

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</p>
<p align="center">PAS QMS 02.2068 - 2021 Page 7 of 15 Version 1</p>		

with the legislation of the Republic of Kazakhstan and these Rules.

7.4 Organizational and technical work in the Academic Council is performed by the secretary . The secretary ensures the preparation of materials for the meetings of the council, keeps minutes of the meetings.

7.5 Academic \_ The council consists of academic committees: Academic Quality Committee , Academic Methodological Committee , Academic Integrity Committee ,to the Information Technology Committee . Structural diagram of the functioning of the Academic Council of S. Seifullin KATU is presented in Appendix A.

The work of the committees is carried out as needed.

7.6 Academic committees may include an alternatedirectors of DAI, chief managers of DAI, heads of departments , representatives of the faculty, student organizations of the university , employers and graduates of the university of past years .

7.7 Members of the Committees from among the teaching staff, students, employers and alumniare elected on the basis of proposals from the DAI and faculties in accordance with the direction of their activities.

7.8 Each committee appoints a leader who organizes the activities of the Committee, conducts meetings, coordinates the work on the preparation of the necessary documentation.

The names of the committees determine its goals, objectives and areas of work :

**Academic Quality Committee :**

- organizing and conducting a comparative analysis and analysis of factors affecting the effectiveness of educational programs;
- conducting an internal assessment of the quality of the effectiveness of educational programs;
- determining the degree of compliance of educational programs with the needs of the labor market;
- development of recommendations for updating educational programs in order to ensure their compliance with professional standards , the Atlas of new professions and the level of scientific and technological development ;
- analysis of the causes of deviations from the trajectory of the educational program, in case of deviations, the development of proposals for corrective measures;
- development of recommendations for improving educational programs in order to implement the results of *scientific research* of the teaching staff of the NJSC “ S. Seifullin KATU ” ;
- analysis and discussion of the achievement of learning outcomes of educational programs by students;
- conducting an internal assessment of the distribution of the teaching load to the teaching staff in accordance with the qualification requirements for licensed activities.

**Educational and Methodological Committee :**

- participation in the development and implementation of the development strategy of NJSC "S. SeifullinKATU " ;
- discussion of proposals for the improvement of regulatory legal documents, regulatory legal acts ;classifier of areas of training with higher and postgraduateeducation ;
- about the assessment of the quality of educational and methodological support of the

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center"><b>SAKEN SEIFULLIN UNIVERSITY</b></p>	<p align="center"><b>NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</b></p>
<p align="center">PAS QMS 02.2068 - 2021 Page 8of 15 Version 1</p>		

disciplines of the educational program; consideration of issues of educational and methodological support of the educational process in NJSC “ S. Seifullin KATU ” ;

- development of recommendations for the preparation of proposals for the publication of educational and methodological materials developed at the faculties and departments of NJSC “ S. Seifullin KATU ” ;

- development of recommendations for improving the methodological, informational and organizational support of the educational process , the introduction of advanced educational technologies, new forms and methods of teaching;

- dissemination of advanced methodological experience of teachers and employees of NJSC “ S. Seifullin KATU ” from other universities of the country;

- consideration of the issues of introducing various forms of methodological work and new teaching technologies aimed at improving the educational process and providing practical assistance to teaching staff;

- organization and holding of seminars, conferences, meetings to improve educational and methodological work.

**Academic Integrity Committee :**

- conducting an independent examination in the event of the occurrence of facts of Academic dishonesty: cheating, plagiarism, collusion, etc.;

- participation in the ethical assessment of students' written work and the organization of ethical examination in terms of the academic honesty of student written work (automated system for checking written work UniHub , software "Anti-plagiarism HEE" );

- consideration of controversial issues that arose during the current control and during the period of intermediate certification, related to academic dishonesty and violation of ethical standards;

- carrying out activities to introduce the principles of academic honesty into the educational process and prevent behavior of students that violates ethical standards;

- holding meetings on the results of the work of the commission on the fact of violations .

**Information Technology Committee:**

- monitoring the stages of the digital transformation of the academic activities of NJSC " S. Seifullin KATU" ;

- analysis of the IT services market and the possibilities of using digital technologies in the educational process;

- consideration of issues of order of topics and quality of lecture material for recording in a digital studio.

7.10 The work of AS is carried out in accordance with the annual work plan adopted at the meeting of the academic council and approved by the Deputy Chairman of the Board for academic activities - the Rector of the NJSC "S. Seifullin KATU.

7.11 A C meeting is held at least once a month.

7.12 The quorum for holding an AC meeting is at least half of the total number of members of the Academic Council .

7 . 13 A proposal that receives a majority of the votes of those present at the AC meeting is considered adopted by the Academic Council. Abstentions are not taken into account when



<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</p>
<p align="center">PAS QMS 02.2068 - 2021 Page 9 of 15 Version 1</p>		

calculating the number of votes required to make a decision of the Academic Council.

7.14 Meeting of the Academic with advice \_documented in a protocol. Minutes of the meeting and decisions of the academic Council and signed by the chairman and secretary of the academic Council.

## **8 How to make changes**

8.1 Amendments to the regulation are made only with the permission of the OS and must be documented with his (their) signature. Sheets withdrawn from the amended version of the provision are stored with a document on permission to make changes.

8.2 Amendments to the provision deposited with the DCDS are made in accordance with the requirements of DP QMS 01.1006-2020.

8.3 Changes to the regulation are made by a quality service specialist with a mandatory mark in the "Change Registration Sheet" (Appendix B).

## **9 Storage and distribution**

9.1 Responsibility for the transfer of the approved position (original) for storage in the DCDS lies with the secretary of the AC .

9.2 Responsibility for the storage and distribution of a copy of the DA to the units rests with the DCRS.


9.3 PAA is registered in electronic format in the electronic document management system "ARTASYNERGY " and sent to all departments of the university.

- analysis and discussion of the results of the students' educational programs training;
- conducting an internal assessment of the distribution of the teaching load to the teaching staff in accordance with the qualification requirements for the licensing activities.

### **Educational and methodological committee:**

- participation in the development and implementation of the development strategy of NPO " S. Seifullin KATU ";

- discussion of proposals for the improvement of normative legal documents, normative legal acts; to the classifier of directions for the training of personnel with higher and postgraduate education;

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center"><b>SAKEN SEIFULLIN UNIVERSITY</b></p>	<p align="center"><b>NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</b></p>
<p align="center">PAS QMS 02.2068 - 2021 Page 10of 15 Version 1</p>		

- quality evaluation of the educational and methodological support of the discipline of the educational program; consideration of issues of educational and methodological support of the educational process at NPO " S. Seifullin KATU";

- development of recommendations for the preparation of proposals for the publication of educational and methodological materials, developed at the faculties and departments of NPO " S. Seifullin KATU ";

- development of recommendations for the improvement of methodical, informational and organizational support of the educational process, introduction of advanced educational technologies, new forms and methods of training;

- dissemination of advanced methodical experience of teachers and employees of NPO " S. Seifullin KATU " from the other universities of the country;

- consideration of the implementation of various forms of methodical work and new learning technologies aimed at improving the educational process and providing practical assistance to the pedagogical workers;

- organization and conducting of seminars, conferences, meetings on the improvement of educational and methodological work.

**Academic Integrity Committee:**

- conducting an independent examination when facts of academic dishonesty arise: copying, plagiarism, collusion, etc.;

- participation in the ethical assessment of written works of the students and organization of ethical expertise from the point of view of academic integrity of student written works (automated system of verification of written works UniHub, software "Anti-plagiarism University");

- consideration of controversial issues that arose during the current control and during the period of intermediate certification, related to the academic dishonesty and violation of ethical norms;

- implementation of measures to implement the principles of academic honesty in the educational process and prevention of students' behavior that violates ethical norms;

- holding meetings on the results of the commission work on factual violations.

**Committee on information technology:**

- monitoring of digital transformation stages of academic activity of NPO " S. Seifullin KATU";

- analysis of the market of IT services and possibilities of application of digital technologies in the educational process;

<p align="center"><b>Quality Management System Position about the Academic Council</b></p>	 <p align="center">SAKEN SEIFULLIN UNIVERSITY</p>	<p align="center">NJSC " S. SEIFULLINKAZAKH AGROTECHNICAL UNIVERSITY"</p>
<p align="center">PAS QMS 02.2068 - 2021 Page 11 of 15 Version 1</p>		

- consideration of issues of priority of topics and quality of lecture material for recording in a digital studio.

7.10 The work of the AC is carried out in accordance with the annual work plan, adopted at the meeting of the Academic Council and approved by the Deputy Chairman of the Board of Academic Activities - the Rector of NPO " S. Seifullin KATU".

7.11 Meetings of the AC are held at least once a month.

7.12 The quorum for the meeting of the AC is at least half of the total number of members of the Academic Council.

7.13 The proposal that received the majority of votes present at the meeting of the AC is considered accepted by the Academic Council. The votes of abstentions are not taken into account when calculating the number of votes necessary for the decision of the Academic Council.

7.14 The meeting of the Academic Council is formalized by protocol. The minutes of meetings and decisions of the Academic Council are signed by the chairman and secretary of the Academic Council.

## **8 Procedure for making changes**

8.1 Changes to the regulations are made only after the approval of the RMQ and must be documented under his/her signature. The list, the exception of the changed version of the provision, is kept with the document on the permission to make changes.

8.2 Making changes to the position deposited in the DCDS is made in accordance with the requirements of QMS 01.1006-2020.

8.3 Changes to the position are made by a specialist service quality specialist with a mandatory mark in the "List of registration of changes" (Appendix B).

## **9 Storage and distribution**

9.1 Secretary of AC is responsible for transferring the approved position (original) to storage in DCDS..

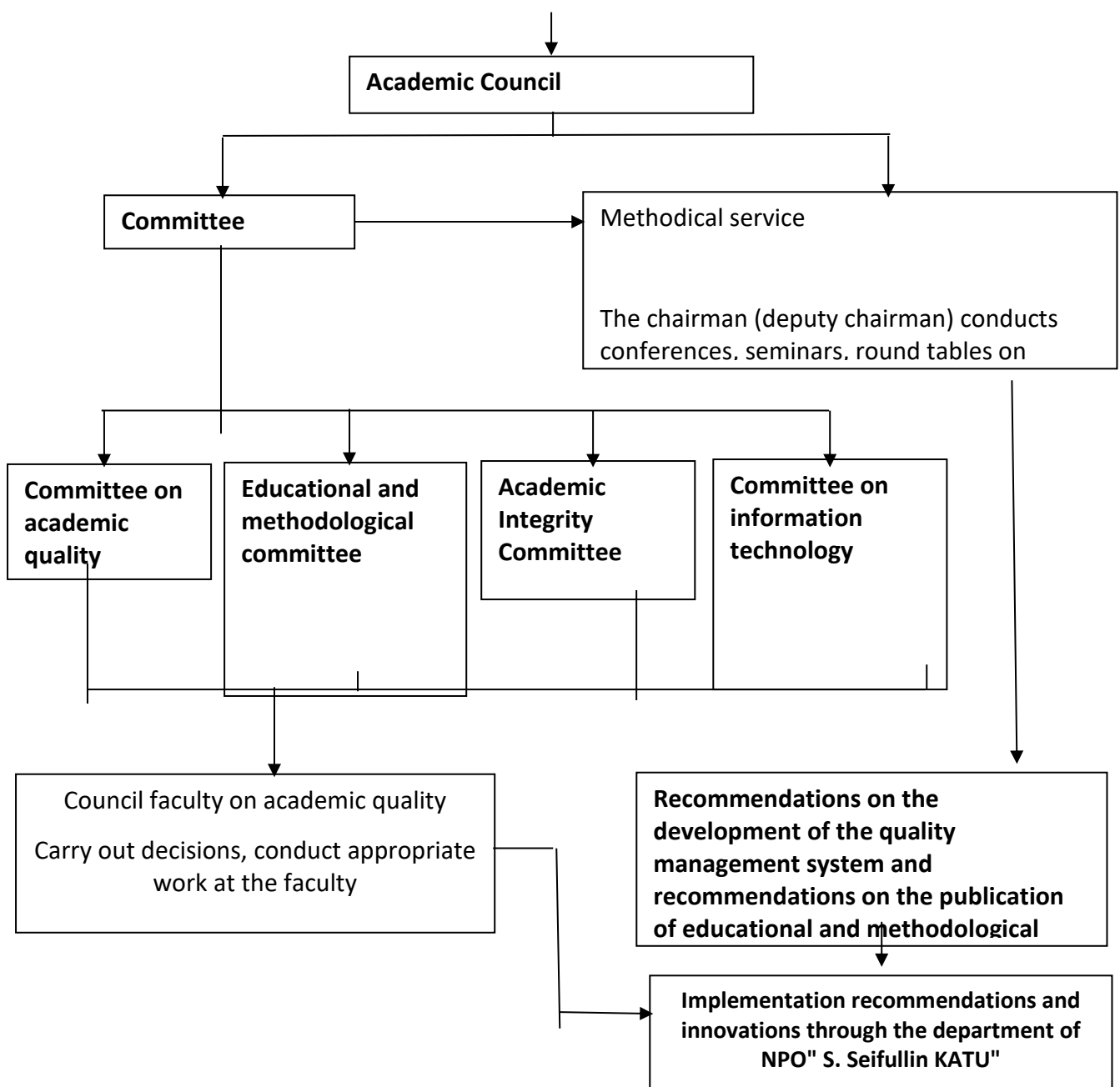
9.2 DCDS is responsible for the storage and distribution of copies of PAC subdivisions.

9.3 PAC is registered in electronic format in the electronic document management system "ARTA SYNERGY" and sent to all departments of the university.

**Appendix A  
(reference)**

**F. 02.2068-01**

**Structural diagram of the Academic Council functioning NPO « S.Seifullin KATU»**









**Quality Management System  
Position  
about the Academic Council**



**NJSC  
" S. SEIFULLINKAZAKH  
AGROTECHNICAL  
UNIVERSITY"**

PAS QMS 02.2068 - 2021 Page 16of 15 Version 1