APPROVED
Chairman of the Board –
Rector of NJSC Abylkas Saginov
Karaganda Technical University
_____S.S. Sagintayeva
Board Decision
No. 16 dated "20" 10 2026

REGULATION

ON ACADEMIC COMMITTEES

IDR II-17-2026

Karaganda

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1. Scope of Application

This Regulation on Academic Committees of the University's departments (hereinafter referred to as the AC) at NJSC Abylkas Saginov Karaganda Technical University (hereinafter referred to as the University) defines the procedure for organizing their activities, including the procedure for electing AC members. The AC is a permanently operating advisory body established to organize and monitor the quality of the development of the University's educational programs.

2. General Provisions

2.1. This Regulation defines the status and authority of the Academic Committees of the University's departments and has been developed in accordance with Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, "On Approval of the State Mandatory Standards of Higher and Postgraduate Education."

2.2. In their activities, the ACs shall be guided by the provisions of the Law of the Republic of Kazakhstan "On Education," the Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan," the State Mandatory Standards of Higher and Postgraduate Education of the Republic of Kazakhstan (Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022), the "Standard Rules for the Activities of Educational Organizations of the Relevant Types" (Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018), the "Rules for Organizing the Educational Process under the Credit Technology of Education in Higher and (or) Postgraduate Education Organizations" (Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011), regulatory documents, the University Charter, the Regulation on the Academic Policy of NJSC Abylkas Saginov Karaganda Technical University, the Regulation on the Scientific and Methodological Council, and this Regulation.

3. Goals and Objectives of Academic Committees

3.1 The goal of Academic Committees is to improve the quality of the educational process at all levels of study within an educational program by coordinating academic and organizational work and educational and methodological activities of departments, faculties, and other structural units.

3.2 The objectives of Academic Committees are as follows:

– designing, developing, and updating educational programs and their structural elements (working curricula and learning outcomes);

– establishing educational pathways for personnel training by ensuring continuity between levels of lifelong education (Bachelor's degree – Master's degree – Doctoral studies);

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– organizing activities to improve the quality of educational and methodological support for educational programs;

– developing policies to improve the quality of the human resources potential of educational programs;

– analyzing and implementing leading international and domestic practices in the content and delivery methods of educational programs;

– interacting with employers involved in educational programs to establish requirements for graduate competencies and assess the quality of graduate training;

– preparing educational programs for various quality assessment procedures, including accreditation.

4. Functions of Academic Committees

4.1 Developing educational programs for consideration by the Scientific and Methodological Council and approval by the Academic Council.

4.2 Determining the content of educational programs and the Catalogue of Elective Disciplines in accordance with the requirements of the State Mandatory Standards of Higher and Postgraduate Education, professional standards, and the Atlas of New Professions and Competencies.

4.3 Organizing activities to ensure the mandatory involvement of employers in the development and expert review of educational programs and the submission of recommendations during the development of educational programs.

4.4 Monitoring the quality of the Catalogue of Elective Disciplines to ensure continuity of study and eliminate duplication of disciplines across education levels.

4.5 Reviewing the results of monitoring students' satisfaction with their educational programs.

4.6 Transfer and recognition of formal and non-formal learning outcomes.

5 Rights and Responsibilities

5.1 Members of Academic Committees shall have the right to:

– submit proposals for improving educational programs, working curricula, working academic programs (syllabi), the Catalogue of Elective Disciplines, and educational and methodological complexes of disciplines (EMCD) to ensure quality and continuity across education levels;

– submit matters related to the implementation of the goals and objectives of Academic Committees to the Scientific and Methodological Council and various University committees for consideration;

– request the necessary documents from department teachers to objectively assess their work within the relevant educational program;

– request the information necessary to perform their duties from the University's structural units within the scope of their authority.

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5.2 Academic Committees shall be responsible for:

- the quality and timely submission of educational programs for consideration and approval;
- ensuring that educational programs comply with the requirements of the State Mandatory Standards of Higher and Postgraduate Education, professional standards, and the Atlas of New Professions and Competencies;
- the timely submission of the necessary materials, reports on the activities of Academic Committees, and information required for the work of the Scientific and Methodological Council and the University Academic Council.

6. Committee Operating Procedure

6.1 The Academic Committees of the University's departments shall include heads of graduating departments, representatives of the teaching staff, employers, and students.

The composition of the Academic Committees of the University's departments shall be formed on the basis of nominations submitted by department heads and approved by an order of the Chairman of the Board - Rector. All committee members shall have equal rights within the scope of the committee's activities.

6.2 The activities of the Academic Committees of the University's departments shall be headed by the head of the relevant graduating department.

6.3 The AC shall operate in accordance with a work plan adopted at a committee meeting and approved by the head of the graduating department.

6.4 Meetings of the Academic Committees of the University's departments shall be held in accordance with the committee's work plan.

6.5 The outcomes of AC meetings shall be documented in minutes signed by the head of the graduating department.

6.6 The committee shall be considered competent if at least two-thirds of its members participate in the meeting.

6.7 Specialists may be involved in the work of the AC when developing related, joint, or double-degree educational programs. Such specialists shall not have voting rights.

7. Coordination, Approval and Implementation

This Regulation shall be approved by the Board of the University.

Coordination of this Regulation shall be carried out by the Board Member – Vice-Rector for Academic Affairs and documented in the Approval Sheet (Appendix A).

The effective date of the document shall be the date of its approval/coordination. The document shall enter into force upon approval.

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8. Ensuring Accessibility

Access to this Regulation for the University's structural units shall be ensured by publishing it on the University website.

9. Storage

This Regulation shall be stored in accordance with DP-X-01-22.

10. Review and Updating

Review, analysis, and updating of this Regulation shall be carried out in accordance with DP-X-01.

11. Amendments

Amendments to this Regulation shall be introduced in accordance with DP-X-01.

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Appendix A
(mandatory)

F.01-2025

Approval Sheet

Position	Full Name	Date	Signature
Board Member – Vice-Rector for Academic Affairs	Nussupbekov B.R.	17.09.2026	

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Appendix B
(mandatory)

F.02-2025

Acknowledgment Sheet

Position	Full Name	Date	Signature

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