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Approved by
Decision of the Academic Council
Protocol No. 3 / 11 2022



PROVISION

OF THE ACADEMIC COUNCIL

IDR VIII-10-2022

Developed by: The Board Member -
Vice-Rector for Academic Affairs
Temerbayeva A.M.

Karaganda

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1 Field of application

This Provision of the Academic Council of NLC “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as University) determines the procedure of organizing an activity, including the procedure of election of the members of the Academic Council (hereinafter referred to as AC), which is a permanent advisory body, intended to organize and control the quality of educational and methodological work at the faculties of NLC “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as University).

2 Terms, definitions and abbreviations

- University – NLC “Abylkas Saginov Karaganda Technical University”;
- QMR – quality management representative;
- AC – Academic Council;
- MOOCs – massive open online courses.

3 General provisions

3.1 This Provision determines a status and authority of the Academic Council of NPJSC “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as AC), which is developed in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan No. 644, dated 21.01.2007 “On approval of the Model Rules of the Methodological Board’s activity (Educational and Methodological Board, Scientific and Methodological Board) and the procedure of its election”; the order No. 583, dated 29.11.2007 “On approval of the Rules of organizing and execution of the educational and methodological work, scientific and methodological work”.

3.2 The provision determines the procedure of organizing the activity, including the procedure of election of the members of AC, which is the permanent advisory body, intended to organize and improve the educational and methodological work at the faculties of NPJSC “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as University).

3.3 In its activity, AC is guided by the provisions of the Education Act of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan “On Languages in the Republic of Kazakhstan”, The state mandatory standard of higher and postgraduate education of the Republic of Kazakhstan, “Model Rules of the activity of educational organizations, realizing educational programs of the higher and (or) postgraduate education (Decree of the Government of the Republic of Kazakhstan No. 595, dated 30.10.2018), “Rules of organizing an educational process on credit technology of education” (The order of the Ministry of Education and Science of the Republic of

Kazakhstan No. 152, dated 20.04.2011), normative documents, the Charter of the University and this Provision.

4 The main areas of activity of the Academic Council

The main areas of activity of AC are:

4.1. Organizing, holding and monitoring the activities of generalization and spreading advanced pedagogical experience and informatization of education;

4.2. An analysis of the influence of organizing the educational and methodological work, the scientific and methodological work on the current progress of students;

4.3. Monitoring the development of methodological support of the students' independent work;

4.4. Development of the methodological support of the work, associated with annual formation of the contingent of students, taking into account a sphere, the level of training and opportunities;

4.5. Monitoring the provision of educational process with educational literature, scientific and methodological developments;

4.6. Organization of the educational process's long-term planning, taking into account a demographic situation, an economic situation and a branch-wise situation in the regions and in the whole country;

4.7. Development and introduction of the educational and methodological documentation, scientific and methodological documentation in terms of new learning technologies, including credit and distance learning technologies;

4.8. Development and participation in the competitions of scientific projects, the scientific and methodological developments and introduction of their results in the production, in the educational process;

4.9. Organizing the marketing research in order to create a database to predict the need for specialists in existing and promising areas of training;

4.10. Monitoring of the textbooks, teaching aids;

4.11. Making proposals of the improvement of normative legal documents, a classifier of the specialties of higher and postgraduate education, the state compulsory educational standards;

4.12. Introduction of the modern educational and methodological materials, the scientific and methodological materials, didactic materials and software of the automated teaching systems, information provision systems, information and library systems into the educational process and massive open online courses (MOOCs);

4.13. Expertise and implementation of innovative, new educational programs;

4.14. Introduction of virtual laboratories into the educational process;

4.15. Development of the working training programs, participation in preparation of the standard training programs' projects;

4.16. Check of the working curricula and the working training programs, taking into account requirements of the state compulsory educational standards;

4.17. An analysis of the quality of teaching, the level of students' educational progress;

4.18. Organizing and holding theme-related seminars, scientific seminars, scientific and methodological seminars, conferences, webinars, meetings on improvement of the educational and methodological work, the scientific and methodological work;

4.19. Organizing, coordination, analysis of the content and form of research, the scientific and methodological work of students, graduate students, doctoral students.

5 The main tasks of the Academic Council

The main tasks of the Academic Council are:

5.1 Planning and recommendation for the publication of textbooks, manuals and other materials published at the University;

5.2 Generalization and dissemination of best practices in the organization and improvement of educational and methodological and scientific-methodical work at the University;

5.3 Preparation of the recommendations on introduction of the results of methodological developments into the educational process;

5.4 Coordination of the educational and methodological work of the University;

5.5 Monitoring the organization of work on introduction of the new technologies and improvement of the existing technologies, methods, teaching aids at the University;

5.6 Coordination of the work on improvement of the scientific and methodological potential of teaching staff;

5.7 Drawing up the proposals on education development and formation of the priority areas in its realization;

5.8 Participation in attestation of the University's employees.

6. The procedure of election and work of the Academic Council

6.1 AC consists of chairmen of the quality assurance committees of faculties, representatives of the departments, teachers – experienced specialists in teaching methods, leaders of the structural divisions and students of all levels of education. The group of AC is approved by the order of the rector every year.

6.2 An activity of the council is managed by the Chairman - Member of the Board – Prorector for Academic Affairs.

6.3 The Chairman of AC reports about the results of activity of AC to the Academic Council of the University once a year.

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6.4 A secretary is elected among the members of AC by means of open voting.

6.5 The work of AC is carried out in accordance with a calendar work plan for a corresponding period, accepted at the meeting of AC and approved by the rector.

6.6 The meeting of AC is held monthly.

6.7 The recommendations of AC are accepted by a majority of votes of the present members and recorded in the minutes, based on the results of considered issues at the meeting of AC. The minutes of meeting and decisions of AC are signed by the chairman and secretary of AC.

6.8 AC is considered to have the authority, if two thirds of its members participate in it as a minimum.

6.9 Each member of AC must attend all meetings of the council, take an active part in its work, fulfill tasks, entrusted to him in time and accurately.

7 Approval, negotiation and implementation

The Academic Council approves this Regulation.

The approval of this Regulation is carried out with the QMR and is made out in the "Approval Sheet" (Appendix B).

The date of introduction of the document is the date of negotiation/approval of the document. The document comes into effect at the time of its approval.

8 Ensuring the availability

The provision of units with copies of this Regulation is carried out by posting on the website.

9 Storage

The storage of this Regulation is carried out in accordance with DP X-01-2022.

10 Analysis and updating

Verification, analysis and updating of this Regulation is carried out in accordance with DP X-01-2022.


11 Making changes

Making changes to this Regulation are made in accordance with DP X-01-2022.

Appendix A
(mandatory)

F.01-2022

Approval sheet

Position	Full name	Date	Signature
QMR	Zhetessova G.S.	<i>16.11.2022</i>	

Appendix B
(mandatory)

F.02-2022

Familiarization sheet

Position	Full name	Date	Signature