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REGULATIONS ON ACADEMIC COMMITTEES OF EDUCATIONAL PROGRAMS

Almaty, 2025

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PREFACE

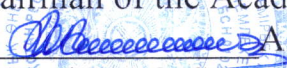
- 1. DEVELOPED AND SUBMITTED** by the Academic Affairs Department of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK
- 2. APPROVED AND PUT INTO EFFECT** By the Academic Council of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK, dated September 26, 2025, Protocol No. 2
- 3. MAKING AMENDMENTS AND ADDITIONS**
- 4. CONDUCTING AN INSPECTION** 3 years

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«Approved»
 by the Decision of the Academic Council
 of the RSI «T. Zhurgenov Kazakh National
 Academy of Arts» of the MCI RK
 Chairman of the Academic Council

 A. Zhudebayev
 Protocol No. 2 September 26, 2025

1. General Provisions

1.1. These Regulations define the legal status, objectives, functions, composition, formation procedure, and organization of Academic Committees of Educational Programs (hereinafter referred to as the – Academic Committee) at the Temirbek Zhurgenov Kazakh National Academy of Arts (hereinafter referred to as the – Academy).

1.2. The Academic Committee is a **collegial advisory and working body** created in the context of a specific educational program of higher and postgraduate education and ensuring its development, maintenance, updating and academic quality.

1.3. Academic Committees operate within the Academy's internal quality assurance system and serve as one of the key instruments for implementing academic policy.

1.4. In its activities, the Academic Committee is guided by:

- the legislation of the Republic of Kazakhstan in the field of education;
- state-mandated standards for higher and postgraduate education;
- the Regulation on the Academy's Educational Program;
- the Academy's Development Strategy;
- the Academy's internal regulatory documents;
- these Regulations.

1.5. These Regulations constitute an independent internal normative document and are applied in **conjunction** with the Regulation on the Educational Program, specifying the activities of Academic Committees provided for in the aforementioned document.

2. Purpose and objectives of the academic committee

2.1. The purpose of the Academic Committee is to ensure the academic quality, relevance, competitiveness, and sustainable development of the educational program.

2.2. The main objectives of the Academic Committee are:

- participation in the development and revision of educational programs;
- formation and updating of the graduate profile;

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- participation in the design and adjustment of learning outcomes;
- development, analysis, and revision of the educational program development plan;
- consideration of the needs of the labor market, professional community, and students;
- ensuring the involvement of internal and external stakeholders in the development of the educational program;
- participation in internal monitoring and self-assessment procedures of the educational program.

3. Functions and powers of the academic committee

3.1. Within its competence, the Academic Committee:

- participates in the development of new educational programs or in the updating of existing ones;
- reviews the structure, objectives, and learning outcomes of educational programs;
- participates in the formation of the graduate profile;
- develops and revises the educational program development plan;
- considers proposals for the elective courses catalogue;
- analyzes the results of monitoring the implementation of the educational program;
- participates in the analysis of educational program risks and the development of proposals for their mitigation;
- Prepares recommendations and analytical materials for departments, faculties, the Academic and Methodological Council, and the Academic Council of the Academy.

3.2. The Academic Committee exercises its functions **within the procedures** established by the Academy's internal regulations and does not substitute for bodies authorized to approve educational programs and related documentation.

3.3. Decisions of the Academic Committee are of a **recommendatory nature** and are formalized in the prescribed manner.

4. Composition and procedure for the formation of the academic committee

4.1. The Academic Committee is established by the order of the Rector of the Academy for a specific educational program.

4.2. The composition of the Academic Committee is formed with an odd number of members (excluding the secretary).

4.3. The Academic Committee consists of:

- the head of the educational program (chairperson);
- representatives of the teaching staff;
- students of the corresponding level of study;

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- external stakeholders (employers, alumni, representatives of professional and creative communities);

- the secretary of the academic committee (without voting rights).

4.4. The personal composition of the Academic Committee is approved by the order of the Rector and may be adjusted as necessary.

5. Organization of the activities of the academic committee

5.1. The primary form of activity of the Academic Committee is meetings.

5.2. Academic Committee meetings are held:

- on a scheduled basis – at least twice a year;
- on an unscheduled basis – at the initiative of the chairperson, the department, the academic and methodological council, or the academy's administration.

5.3. A meeting of the Academic Committee is deemed quorate if at least two-thirds of its members are present.

5.4. Decisions are made by a simple majority of the members present.

5.5. The proceedings of the meetings and the decisions taken must be duly recorded in the minutes.

6. Documentation of the academic committee

6.1. The activities of the Academic Committee are accompanied by the maintenance of the following documentation:

- work plan of the academic committee;
- minutes of meetings;
- activity reports;
- analytical reports and recommendations;
- other documents related to the development of the educational program.

6.2. The documentation of the Academic Committee is part of the Academy's internal quality assurance system for education.

6.3. The forms of the Academic Committee's documents are approved in the appendices to this Regulation and constitute an integral part thereof.

7. Cooperation with other organs of the academy

7.1. The Academic Committee interacts with departments, faculties, the Academic and Methodological Council, the Council for Academic Quality, and other structural units of the Academy.

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7.2. Materials and recommendations of the Academic Committee may be submitted for consideration to the Academic and Methodological Council and the Academic Council of the Academy in the prescribed manner.

8. Final provisions

8.1. In the event of discrepancies between this Regulation and the Regulation on the Educational Program, the provisions of the Regulation on the Educational Program shall apply.

8.2. Amendments and additions to this Regulation shall be made and approved in accordance with the procedures established for the Academy's internal regulations.

8.3. This Regulation shall enter into force on the date of its approval and shall remain in effect until its repeal or replacement by a new version.

Head of the Academic Affairs Department



G. Abdirakhman

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Appendix 1. Template of the work plan of the academic committee

WORK PLAN **of the Academic Committee for the Educational Program** **for the 20__–20__ Academic Year**

№	Activity	Purpose / content	Due date	Responsible Parties	Form of Result
1	Academic Committee Meeting on EP Implementation Analysis	Analysis of Achievement of Learning Objectives and Outcomes			Protocol
2	Review of the EP Development Plan	Adjustment of Activities and Indicators			Recommendations
3	Analysis of Student Feedback	Consideration of Satisfaction and Suggestions			Analytical report
4	Interaction with Employers	Updating of Competencies and Graduate Profile			Protocol / report
5	Other Activities				

Chairman of the AC _____

Secretary of the AC _____

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Appendix 2. Template of the Minutes of the Academic Committee Meeting

PROTOCOL № ____ meetings of the Academic Committee of the Educational Program

Date: «__» _____ 20 y.

Form of conducting: full-time / distance / mixed

Attended by:

(Full name, position, status in AK)

Missing:

(if available)

The agenda:

- 1.
- 2.
- 3.

On the first question:

Summary of the discussion.

DECIDED / RECOMMENDED:

(formulation of decisions and recommendations)

On the second question:

...

Chairman of the AC _____

Secretary of the AC _____

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Appendix 3. Template of the Annual Report of the Academic Committee

REPORT

on the activities of the Academic Committee of the Educational Program for the 20__-20__ academic year

1. General Information

- Name of the Educational Program
- Composition of the Academic Committee
- Number of Meetings Held

2. Main Areas of Activity

- Participation in the Development / Updating of the Educational Program
- Work on the Educational Program Development Plan
- Interaction with Stakeholders
- Participation in Quality Monitoring

3. Key Results

- Recommendations Adopted
- Implemented Changes
- Consideration of Student and Employer Suggestions

4. Issues and Risks

(Description of Identified Issues and Risks)

5. Recommendations

(Proposals for Further Development of the EP)

Chairman of the AC _____

Date _____

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Appendix 4. Template of the Analytical Report on the Educational Program

ANALYTICAL REPORT **on the Results of the Review of the Educational Program** **by the Academic Committee**

Basis for Review:

(Monitoring / Revision / Department Initiative, etc.)

1. Analysis of Educational Program Compliance

- State Educational Standards (SES)

- Professional Standards

- (NQF) / (RQF)

2. Analysis of Learning Outcomes

(Achievability, Coherence, Measurability)

3. Analysis of Structure and Content

(Modules, Courses, Practicums)

4. Conclusion of the Academic Committee

(On the advisability of retention / updating / adjustment)

5. Recommendations

(Specific Proposals)

Chairman of the AC _____

Date _____

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Appendix 5. Stakeholder Participation Matrix in the Work of the Academic Committee

Stakeholder category	Form of participation	Stage of the EP	Supporting-document
Employers	Meeting AC	Development / revision	Protocol
Learners	Discussion	Monitoring	Questionnaire
Academic Staff	Expert assessment	Designing	Conclusion

Explanation of Use: The matrix is intended to provide a structured representation of the forms and stages of participation of internal and external stakeholders in the development, implementation, monitoring, and enhancement of the educational program.

The matrix is used in the activities of the Academic Committee for the following purposes:

- ensuring transparency and systematic interaction with employers, students, academic staff, and other stakeholders;
- recording the contribution of stakeholders in the formation of objectives, learning outcomes, structure, and content of the educational program;
- confirming that the opinions and expectations of the professional community and students are taken into account in academic decision-making;
- creating an evidence base for internal monitoring, self-assessment, and external accreditation procedures of educational programs;
- improving the quality of the academic committee's management decisions by clarifying the roles and forms of stakeholder participation at various stages of the educational program's lifecycle.

The Stakeholder Participation Matrix is of a recommendatory and supportive nature and is used by the Academic Committee as necessary, depending on the objectives and tasks of a specific stage of work with the educational program.

Completion of the matrix is not mandatory for each meeting of the Academic Committee and may be used:

- during the development of a new educational program;
- during a significant revision of an existing educational program;
- when updating the graduate profile and learning outcomes;
- as part of preparation for accreditation or internal audit;
- when preparing analytical materials and reports of the academic committee.

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The matrix may be maintained either as a separate document or as part of the analytical reports and reports of the Academic Committee.

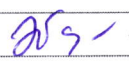
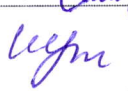
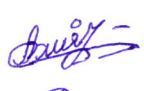
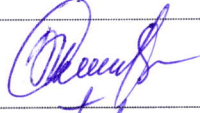
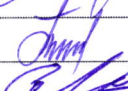
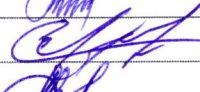
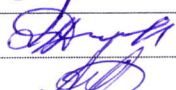
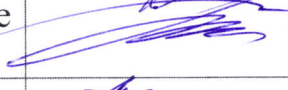
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Appendix 6. List of Documents of the Academic Committee

1. Academic Committee Work Plan
2. Minutes of Meetings
3. Academic Committee Reports
4. Analytical Reports
5. Monitoring Materials
6. Recommendations and Conclusions

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APPROVAL SHEET

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Head of the Strategic Development, Risk Analysis and Assessment Department		A. Moldabayeva
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INTRODUCTION SHEET

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