INTERNATIONAL SCHOOL
OF ECONOMICS MNU

Regulations and Voting Procedures of the Academic Quality Committee (AQC)

International School of Economics
Maqsut Narikbayev University

Approved by the decision of ISE Dean
Dr. S. Kemelbayeva

Date 23/09/2023

1. General Provisions

1.1. These Regulations of the International School of Economics Academic Quality Committee (hereinafter referred to as the Regulations) have been developed in accordance with the internal statutes of JSC "M. Narikbayev KAZGUU University".

1.2. This document is an internal regulation that defines the status, procedures for convening and conducting meetings, voting, self-recusal, limitations of authority, and the submission of issues for voting within the Academic Quality Committee (hereinafter referred to as the Committee). It also governs the adoption and formalization of Committee decisions.

1.3. The Committee is a standing collegial body of the International School of Economics (ISE).

1.4. The Committee operates within the scope of authority granted to it by the ISE in accordance with these Regulations.

2. Aims and Objectives of the Academic Quality Committee

2.1. The primary aim of the Committee is to enhance the academic quality of all ISE programs in alignment with the school's strategic development goals.

2.2. The Committee is responsible for the development and implementation of a quality assurance system and procedures for the International School of Economics.

2.3. It oversees the implementation of quality assurance procedures and processes.

2.4. It conducts reviews and audits necessary to safeguard the integrity and quality of the school's activities.

2.5. It provides essential information to support effective decision-making.

3. Functions of the Academic Quality Committee (AQC)

The Academic Quality Committee (AQC) is an advisory body of the International School of Economics that fosters the development and maintenance of high academic standards. The Committee's activities are conducted in accordance with the University's Academic Policy and the ISE's regulatory documents.

3.1. Quality of Academic Programs

3.1.1. To review matters related to the content and structure of academic programs and curricula.

3.1.2. To analyze and provide expert evaluation of course syllabi, including their learning objectives, learning outcomes, workload, and methods of teaching and assessment.

3.1.3. To ensure that academic programs align with international and local standards and requirements.

3.2. Teaching and Assessment

3.2.1. To consider proposals for improving teaching methodologies and the assessment system.

3.2.2. To analyze student feedback (surveys, reviews) regarding the quality of teaching and education.

3.2.3. To issue recommendations for grade adjustments in exceptional cases, based on student appeals.

3.4. Student Learning Pathways

3.4.1. The Committee reviews and makes decisions on issues related to a student's individual learning pathway in cases specified by the University's Academic Policy and other regulatory documents.

3.4.2. The Committee is authorized to review complex academic matters beyond the scope of advisors or faculty leadership requiring coordinated resolution.

3.5. Chair's Report

The Chair of the Committee shall prepare a consolidated report at the end of each semester and submit it to the ISE Dean..

4. Responsibilities of the Academic Quality Committee

4.1. Planning of academic quality assurance activities.

4.2. Coordinating the implementation of quality assurance measures.

4.3. Data collection and the preparation of the quality assurance report.

5. Quality Control Mechanisms

5.1. Student course evaluations.

5.2. Course management documentation.

5.3. Faculty classroom observations.

5.4. Academic Program Manager reports.

6. Committee Composition

6.1. The Committee shall consist of no fewer than 11 members.

6.2. The composition of the Committee is determined and approved by an order of the ISE Dean.

6.3. The Committee's members include the Dean (non-voting), Deputy Deans of the ISE (non-voting), academic advisors (non-voting), the Committee Secretary (non-voting), faculty representatives, and a student representative.

6.4. The activities of the Committee are led by the Committee Chair.

7. Meeting Procedures and Schedule

7.1. The Committee Chair approves the Committee's work plan, which, along with other ISE directives, forms the agenda for Committee meetings.

7.2. The Committee Chair shall circulate the agenda to all Committee members via email no later than two days prior to the meeting.

7.3. Materials for the Committee's consideration must be approved by the ISE Dean and relevant structural divisions of M. Narikbayev KAZGUU University.

7.4. Committee meetings shall be held at least once per month.

7.5. Committee decisions made during online meetings or through online voting hold the same force as decisions from in-person meetings. Online meetings are conducted via corporate email and video conferencing platforms, where each member participates in the vote, and the final decision is based on the collective outcome. The Committee Secretary is responsible for gathering information, preparing the agenda, and distributing meeting materials to all Committee members.

7.6. To clarify student appeals, faculty, students, and university staff may be invited to attend Academic Quality Committee meetings.

7.7. The list of invited attendees for in-person meetings is compiled by the Committee Chair in consultation with its members. Invited staff may clarify issues under consideration but do not participate in the discussion or decision-making.

7.8. All Committee decisions are recorded in meeting minutes, which are signed by the Chair and the Secretary. The minutes are prepared within five business days following the meeting. An approval sheet for the minutes must be signed by all Committee members. The signing of the documented issues is conducted via corporate email.

8. Authority and Responsibilities of AQC Members

8.1. AQC members are entitled to:

8.1.1. Collaborate with the University's structural divisions.

8.1.2. Request and obtain materials necessary to address the Committee's tasks from the University's structural divisions within the deadlines set by the Committee.

8.1.3. Propose motions within their areas of competence.

8.1.4. Invite representatives from other university structural divisions to Committee meetings with the Committee's approval.

8.2. AQC representatives are obligated to:

8.2.1. Adhere to these Regulations and effectively implement the Committee's decisions made within the scope of its authority.

8.2.2. Actively participate in the Committee's work, diligently and promptly review materials submitted for meetings, and provide feedback and proposals within the specified deadlines.

8.2.3. Timely notify the Chair or Secretary of their ability to attend a meeting or their inability to complete assignments by the deadline. If a Committee representative is absent from a meeting, they are responsible for reviewing and complying with the Committee's decisions.

8.2.4. Conduct a thorough evaluation of academic policies in accordance with established criteria.

8.2.5. Participate in the development of courses, examination formats, and assessment criteria.

9. Voting Procedures

9.1. Agenda Formulation:

9.1.1. Issues for voting are placed on the meeting agenda in advance.

9.1.2. Proposals for new agenda items may be submitted by Committee members or initiated by the Chair.

9.1.3. The agenda is approved at the beginning of the meeting.

9.1.4. Each issue submitted for a vote must undergo preliminary review.

9.1.5. Committee members are provided with review materials 3-5 business days before the meeting.

9.2. Submitting an Issue for Voting:

9.2.1. Issues are presented for voting as clear and specific motions, referencing any relevant regulatory documents.

9.2.2. The wording must be unambiguous.

9.2.3. Voting shall be conducted only in an open format.

9.2.4. The Committee Secretary is responsible for managing the voting process and counting the votes.

9.2.5. The results are announced immediately after the vote count.

9.2.6. The outcomes are recorded in the meeting minutes.

9.2.7. An issue may be withdrawn or postponed to a later meeting if a quorum is not met or if the issue is insufficiently prepared.

9.3. Quorum and Abstentions

9.3.1. A quorum is the minimum number of Committee members required to hold a meeting and make binding decisions.

9.3.2. A meeting is valid if more than half of the Committee members are present.

9.3.3. Abstentions are included in the quorum count, but those votes do not affect the ratio of "for" and "against" votes.

9.3.4. A Committee member may abstain from voting on no more than one issue per meeting. Abstaining on additional issues requires a written justification.

9.3.5. A decision is adopted if it receives a majority of votes from the members present at the meeting, provided a quorum has been met.

9.3.6. The Chair announces the voting results, including the number of "for," "against," and "abstain" votes. In the event of a tie ("for" and "against" votes are equal), the decision is not adopted, and the issue is put to a revote.

9.3.7. **Special Cases for Abstentions:**

- If the number of abstentions exceeds the total number of "for" and "against" votes combined, the decision may be postponed to the next meeting.
- If abstentions represent a significant portion of the meeting participants, the Chair may initiate further discussion or resubmit the issue for a vote.

9.3.8. All voting cases are recorded in the minutes, specifying the position of each Committee member to ensure transparency and the principle of collegiality.

9.3.9. The minutes also document the opinions and comments of AQC members on the issues discussed.

9.3.10. When making significant or contentious decisions, a Committee member must provide a rationale for their position. Significant or contentious decisions are those that cause disagreement among Committee members.

9.3.11. A Committee member may abstain from voting if the issue affects their personal interests or presents a conflict of interest.

9.3.12. A Committee member who submits a motion for a vote may participate in the discussion but must abstain from voting if their involvement creates a conflict of interest or could compromise the objectivity of the decision.

10. Online Voting Procedure for Appeals

10.1. Online voting is used for appeals that require timely decisions.

10.1.1. Online voting is initiated when an in-person meeting is not feasible.

10.1.2. The Chair, Secretary, or another designated person initiating the vote shall send a notification to Committee members with the agenda and relevant materials.

10.2.1. Student appeals are registered through the electronic document management system.

10.2.2. Appeals from faculty and structural divisions are considered via email.

10.2.3. Committee members are required to confirm receipt of the materials and may request additional information or comments if necessary.

10.2.4. Voting must be completed within 48 hours of the materials being sent.

10.3. Committee members submit their votes ("for," "against," or "abstain") via email or an approved platform, with a mandatory explanation for "against" and "abstain" votes.

10.3.1. The same voting rules as for in-person meetings apply.

10.4. The results of online voting are included in the minutes of the next scheduled meeting. All issues submitted for voting are documented in the minutes, including the number of "for," "against," and "abstain" votes for each.

10.4.1. Decisions made through online voting hold the same authority as decisions made through in-person voting.

11. Confidentiality

Committee members and invited representatives of JSC "M. Narikbayev KAZGUU University" are responsible for maintaining the confidentiality of information obtained during their work on the Committee.

Committee members are prohibited from disclosing or using information about a Committee decision for personal gain before it officially takes effect.

12. Concluding Provisions

These Regulations must be acknowledged by all Committee members. This document, along with any amendments or additions, is approved by a decision of the Dean of the International School of Economics.