

ALIKHAN BOKEIKHAN UNIVERSITY		
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Documented procedure		

**Documented procedure  
«The procedure for monitoring and updating  
educational programs»**

**DP.10.10/2021**

Semey  
2021

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## **1 PURPOSE AND SCOPE OF APPLICATION**

This documented procedure is designed to determine the procedure for monitoring and updating educational programs. The original of this documented procedure is a paper medium.

The requirements of this DP.10.10/2019 apply to all divisions of the university.

## **2 REGULATORY REFERENCES**

The following regulatory documents were used in the development of this documented procedure:

- the state compulsory educational standard for all levels of education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604;
- standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

## **3 DESCRIPTION OF THE PROCESS**

### **3.1 General regulations**

Monitoring of educational programs is carried out on an ongoing basis with the involvement of internal and external stakeholders. The result of monitoring is considered at the meeting of the Academic Quality Council of the Faculty and is the basis for updating educational programs.

Based on the results of the discussion of educational programs (hereinafter referred to as the EP), an update of the EP or a separate discipline is carried out to take into account suggestions and comments formulated by internal and external stakeholders.

Input data for monitoring the EP.

The input data for monitoring the EP should include the following information:

- results of internal audits;
- results of discussion of the EP with social partners, students and leading teachers of the department;
- feedback from consumers (survey results of internal and external stakeholders);
- recommendations for improvement.

Output data for analysis

The output data of the EP monitoring includes:

- updating the EP;
- updating work programs.

### **3.2 Methodology**

Basic processes

The process of monitoring educational programs includes the following stages:

- discussion of the educational program at the meeting of the round table with the involvement of social partners in accordance with the intra-university normative document R.01.11/2021 "Regulations on the procedure for organizing meetings with representatives of organizations, institutions and enterprises";
- conducting internal audit (inspection) of modular educational programs, catalog of elective disciplines, educational and methodological complexes of disciplines;
- based on the information received on the results of the round table meeting, on the results of the meeting of the final conference after the completion of all types of professional practices by students, on the results of the internal audit, an analysis of the educational program is carried out at the meeting of the department with the involvement of internal stakeholders;
- conducting a survey of internal and external stakeholders;
- review of educational programs by social partners;
- discussion of the results of the analysis of the educational program at the meeting of the Academic Quality Council of the Faculty;
- based on the results of the discussion, updating the EP or a separate discipline to take into account suggestions and comments formulated by internal and external stakeholders;
- presentation of the results of monitoring and updating of the educational program at the meeting of the Educational and Methodological Council of the University.

#### **4 DOCUMENTATION AND ARCHIVING**

4.1 The original of the documented procedure after expiration, cancellation or replacement is subject to destruction.

4.2 Quality records are kept in accordance with the requirements of intra-university regulatory documents regulating the main processes of monitoring educational programs.

#### **5 INFORMATION ON THE PROCESS**

##### **5.1 Incoming information**

<b>№</b>	<b>Document name</b>	<b>Responsible person for compiling</b>	<b>Term of provision</b>	<b>Note</b>
1	Resolution on the results of meetings with social partners	Heads of educational programs	January-February	
2	Plan of corrective and preventive actions	Auditor, Responsible person for the analysis	As the non-compliance is revealed	

3	Survey results of internal and external stakeholders	Department of Academic Affairs	In accordance with the approved questionnaire plan	
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## 5.2 Outgoing information

№	Document name	Responsible person for providing	Term of provision	Note
1	The decision of the Academic Quality Council of the Faculty on updating the EP or a separate discipline to take into account suggestions and comments formulated by internal and external stakeholders	Chairman of the Academic Quality Council of the Faculty	In accordance with the work plan of the Academic Quality Council of the Faculty	
2	Review of external stakeholders on the EP	Heads of educational programs	Until 01.07.	





