

EDUCATIONAL INSTITUTION ALIKHAN BOKEIKHAN UNIVERSITY		
Level 2 QMS document	Edition No. 2 dated 02.11.2021	DP 10.10/2021
Documented procedure	instead of edition No. 1 dated 10.24.2019	

APPROVE

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 «2» 11 2021 y.



Documented procedure
“The procedure for monitoring and updating educational programs”
DP.10.10/2021

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1 PURPOSE AND SCOPE

This documented procedure has been developed to determine the procedure for monitoring, updating, evaluating the effectiveness and efficiency of educational programs, as well as a mechanism for informing the public, internal and external stakeholders about changes made to educational programs. The original of this documented procedure is a hard copy.

The requirements of this documented procedure DP.10.10/2021 apply to all departments of the university.

2 REGULATORY REFERENCES

When developing this documented procedure, the following regulatory documents were used:

- the state compulsory standard of education at all levels of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604;
- model rules for the activities 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 PROCESS DESCRIPTION

3.1 Mechanism for monitoring and updating educational programs

Monitoring and updating of educational programs is carried out on an ongoing basis with the involvement of internal and external stakeholders.

The monitoring and updating process includes the following steps:

- discussion of the educational program at a round table meeting with the involvement of social partners in accordance with the intra-university regulatory document P.01.11/2021 "Regulations on the procedure for organizing meetings with representatives of organizations, institutions and enterprises";
- conducting an internal audit of modular educational programs, a catalog of elective disciplines, educational and methodological complexes of disciplines;
- conducting a survey of internal and external stakeholders, in order to identify satisfaction with the level of training of students;
- on the basis of the information received following the results of the round table meeting, following the meeting of the final conference at the end of the passage of all types of professional practices by students, following the results of the internal audit, an analysis of the educational program and development plan of the EP is carried out at the meeting of the department with the involvement of internal stakeholders;
- consideration and approval of the EP development plan at a meeting of the Academic Council for the quality of the faculty;

- reviewing educational programs by social partners;
- discussion of the results of the analysis of the educational program at a meeting of the Academic Council on the quality of the faculty with the introduction of adjustments to update the educational programs of the university;
- presentation of the decision of the Academic Council on the quality of the faculty for the approval of the updated educational program at a meeting of the EMC of the university;
- conducting a formal examination of educational programs at a meeting of the section "Modular educational programs" at the educational and methodological council of the university;
- submission of updated educational programs for approval at a meeting of the educational and methodological council of the university.

Input data for EP monitoring.

Input data for EP monitoring should include the following information:

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

Analysis output

OP monitoring outputs include:

- updating the OP;
- updating work programs.

3.2. Evaluation of the effectiveness and efficiency of educational programs

The process of evaluating the effectiveness and efficiency of educational programs includes the following steps:

- consideration of feedback provided by employers, characteristics of practice leaders to assess the effectiveness and efficiency of the implementation of educational programs;
- discussion of the results of academic mobility of teaching staff and students;
- annual discussion at the Academic Council of the University of the results of the final certification, with consideration of the conclusions and proposals of the chairmen of the EA;
- annual discussion at the Academic Council of the University of the employment of graduates;
- annual discussion at the Academic Council of the University of updating educational programs with the involvement of stakeholders;
- annual discussion at the Educational and Methodological Council of the University of the results of a survey of external and internal stakeholders to identify satisfaction with the level of training of students;

- placement of updated educational programs in the Register (ESUVO) for review by experts and obtaining the coefficient of attainability of learning outcomes;
- annual participation in the rating of educational programs of NCE "Atameken" to reflect the position of the educational program in the market of educational services on the university website;
- indicators of the efficiency and effectiveness of the implementation of educational programs include the results of industrial practice, indicators of final certification, employment of graduates, training in the magistracy, doctoral studies.

Input data for evaluating the effectiveness and efficiency of the EP.

Input data for evaluating the effectiveness and efficiency of the EP should include the following information:

- the results of the discussion of the EP with internal and external stakeholders;
- feedback from consumers (results of a survey of internal and external stakeholders);
- coefficient of achievability of learning outcomes in the Register of Educational Programs (ESUVO).

Analysis output

The output data for evaluating the effectiveness and efficiency of the EP's activities include:

- coefficient of attainability of learning outcomes in the Register of EP (ESUVO);
- positive feedback from employers, the percentage of employed graduates.

3.3. The mechanism of public awareness of changes made to educational programs

Informing the public is carried out in order to ensure the timely provision, effective use and proper protection of information about the university.

The mechanism for public awareness of changes made to educational programs includes the following steps:

- definition of stakeholder groups;
- identification of information relevant to stakeholder groups persons;
- inclusion of the updated educational program in the Register;
- Submission to the Department of Marketing and Image Policy of the substantiation of the changes made to the updated educational program;
- posting brief information about the changes made and updating educational programs on the official website of the university.

Input data for evaluating the mechanism of public awareness of the changes made to the OP.

The input data for evaluating the mechanism of public awareness of changes made to the EP should include the following information:

- information about the changes and updating of educational programs.

Output data for analysis.

The output data for evaluating the effectiveness and efficiency of the EP's activities include:

- the results of informing all interested parties.

4 DOCUMENTATION AND ARCHIVING

4.1 The original documented procedure is subject to destruction upon expiration, cancellation or replacement.

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

5 PROCESS INFORMATION

5.1 Input

№	Name of the document	Responsible person for drawing up	Deadline	Providing note
1	Resolution on the results of meetings with social partners	Heads of educational programs	January-February	
2	Corrective and preventive action plan	Auditor, Responsible person for analysis	As nonconformity is identified	
3	Results of the survey of internal and external stakeholders	Department of Academic Affairs	In accordance with the approved survey plan	
4	The coefficient of attainability of learning outcomes in the Register of Educational Programs (ESUVO)	Heads of departments	As the examination progresses	
5.	Information about the changes and updating of educational programs	Heads of departments	Annually - June	

