

ALIKHAN BOKEIKHAN UNIVERSITY		
Level 2 QMS Document	Revision No. 5 dated	STU 141-04-2021
Standard	02.11.2021 instead of revision 4 of 09.11.2018	

NORMATIVE DOCUMENTS OF THE UNIVERSITY
Procedure for development, approval, approval, registration

STU 141-04-2021

Semey, 2021

Preface

1 DEVELOPED AND INTRODUCED by the Vice-rector for Educational and Methodological Work.

2 INTRODUCED TO REPLACE REVISION No. 4

3 WAS DEVELOPED taking into account the requirements of ST RK 1.5-2019 of the RK STR. General requirements for the construction, presentation, design and content of national standards and recommendations for standardization.

Content

1	Scope of application	4
2	Regulatory references	4
3	Definitions of terms, abbreviations	4
4	General provisions	5
5	Development and approval of the document	5
5.1	Development of the first edition of the document	5
5.2	Approval of the draft document and preparation final version	6
5.3	Acceptance of the document and registration	7
6	Distribution of registered copies to university departments	7
7	Storage of control copies of documents	8
8	Updating documents	8
9	Appendices	9
10	Change Registration sheet	12

ALIKHAN BOKEIKHAN UNIVERSITY STANDARD

University Standards

Normative documents of the University

Procedure for development, approval, approval, registration

Date of introduction 09.11. 2021

1 Scope of application

This standard establishes the procedure for the development, coordination, approval, registration, division distribution and updating of instructions, rules, regulations, recommendations and other internal regulatory documents of the university (hereinafter referred to as documents).

2 Regulatory references

This standard has been developed in accordance with the following documents:

- STU 141-02-2021 University Standard "Document Support";
- STU 141-03-2021 University Standard "Quality Management System Documentation. Types of documents, content requirements";
- DP.10.02/2021 Documented procedure "Documentation Management procedure".

3 Definitions of terms, abbreviations

3.1 Terms and definitions

Forms are appendices to procedures (instructions), which, when filled out, provide proof of their execution (quality records).

An internal document is an official document whose validity does not extend beyond the university.

3.2 Abbreviations

The following abbreviations are used in this standard:

STU – University standard;

DP – documented procedure;

And – instructions;

P – position;

Pr – rules;

Pl - plan.

4 General provisions

4.1 Regulatory documents are developed by the university departments responsible for the activities and procedures to which the document should apply.

4.2 The construction, presentation, design, content and designation of documents must meet the requirements of STU 141-02-2021; STU 141-03-2021; DP.10.02/2021.

4.3 The main stages of development, implementation and use of documents are:

- development of the first edition (draft) of the document;
- coordination with key stakeholders;
- discussion at the Educational and Methodological Council of the University;
- preparation of the final version of the document;
- approval by the rector of the university;
- entry into the register of normative documents of the university;
- mailing to divisions;
- storage of the control copy and related documents;
- updating (modification, replacement, cancellation) of registered instances.

Note – Documents of the "Recommendations" type are not necessarily subject to mailing for reviews.

5 Development and approval of the document

5.1 Development of the first edition of the document

5.1.1 The head of the department entrusted with the development of the document appoints a responsible contractor, draws up a work schedule and, if necessary, includes employees of other departments in the number of performers and (or) consultants by agreement.

5.1.2 The development of the document should be accompanied by the conduct of the case, which includes

- the first and subsequent editions of documents;
- unit reviews;
- summary table of reviews;
- minutes of meetings of the Educational and Methodological Council of the University;
- a control copy with authentic signatures of the developers, the approving governing parties and the approving party.

Upon completion of the development (approval of the document), the case is transferred to the Department of Academic Affairs of the university.

5.1.3 When forming a task for the development of a document, the scope of application (objects, processes, procedures) and the circle of potential users (departments, officials) are determined.

5.1.4 The designation of the document is assigned by the educational and methodological department of the university.

5.1.5 In the process of developing a document, the relationship of this document with the current and other documents being developed is established in the general management system by comparing them and mutual consultations of users and developers.

5.1.6 Analyze the currently valid regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and other subordinate administrative bodies in order to determine the list of regulatory documents that the document being developed must comply with (implement norms, develop provisions, specify them in relation to the university).

5.1.7 Forms of plans, protocols, the registration table of statements, etc., accompanying the implementation procedures according to the provisions of the document being developed should be presented in annexes.

5.1.8 The regulatory document must be drawn up in accordance with the requirements of the standard STU 141-03-2021.

5.1.09 The prepared text of the draft (first and subsequent editions) is drawn up both on paper and on electronic media.

The project cannot be distributed for the purposes of application across the departments of the university.

5.2 Approval of the draft document and preparation of the final version

5.2.1 In order to take into account the opinions of future users about the quality of the document being developed, suggestions for its improvement and in order to coordinate the main provisions, the draft document is sent to the departments for review.

5.2.2 Feedback on the draft document in the form F 01-STU 141-04-2021 must be submitted to the developer in writing within the prescribed time and contain the texts of new (proposed) revisions of sections on which there are comments, or explanations for the need to exclude one or another part or introduce new sections (paragraphs).

It is not allowed to deny any provisions of the draft documents without justification. Comments and suggestions are presented, as a rule, in the following form:

Item (or the phrase item) it should be excluded because it contradicts(specify the document).

Item..... it should be stated in the following wording, which will allow

Include in the section..... (item) the following phrase....., allowing

5.2.3 Feedback on the draft document by the document developer is processed, systematized and presented in the form of a summary table, which is drawn up in accordance with the form F 02-STU 141-04-2021.

The table also contains the texts of sections (paragraphs) corrected by the developer.

5.2.4 In order to accept the corrected texts and the opinions of developers on the rejection of comments, a meeting of the Educational and Methodological Council of the university is held with the invitation of representatives of the departments that provided feedback.

The decision of the Educational and Methodological Council on the recommendation for approval by the rector of the university is drawn up in a protocol and entered into the appropriate column of the summary table of reviews.

5.2.5 If there are significant disagreements among the participants of the conciliation meeting, the vice-rector decides to prepare the second edition for approval or to send the second edition for repeated reviews.

5.3 Acceptance of the document and registration

5.3.1 The agreed document is approved by the Rector of the University.

The draft document being prepared for approval must be checked by an employee of the Department of Academic Affairs for compliance with the university standards in terms of requirements for content, presentation and design.

5.3.2 Before the document is approved, its control copy is prepared.

5.3.3 The entry into force of the document is secured by the signature of the rector of the University.

5.3.4 The staff of the educational and methodological department of the University registers the approved and put into effect document in the register of internal regulatory documents - form F 03 – DP.10.02/2021 in electronic form.

5.3.5 After the rector approves the document into effect, the case for the development of the document is transferred to the Department of Academic Affairs for storage and further management.

6 Distribution of registered copies to university departments

6.1 The mailing list to the university departments of the approved document is compiled by the author of the document developer.

The mailing list includes the departments and positions mentioned in the document, as well as potential users, the library.

The list is drawn up in electronic format in order to add new divisions to it, if necessary.

6.2 In accordance with the approved list, the circulation is set for reproduction.

If the volume of the document is not exactly equal to the number of pages, a multiple of four, then it is recommended to place a change registration sheet at the end of the document F 03 – STU 141-04-2021.

7 Storage of control copies of documents

7.1 Control copies of documents (on paper) are put into the file on this document, which is stored in the Department of Academic Affairs of the University.

The storage conditions of the document should not allow its damage or loss.

It is not allowed to use control copies of the document to unauthorized persons and it is not allowed to issue them for temporary use to divisions.

7.2 A copy of the control copy is printed for copying and re-replication.

7.3 The document and all subsequent amendments to it must also be stored on electronic media in the database of regulatory documents.

7.4 The transfer of photocopies of the document to the divisions is carried out at the request of the divisions.

The electronic version of the documents is not transmitted to the department.

The transfer of photocopies and electronic versions to third-party organizations is carried out by the decision of the university management and with the consent of the developer (if there are copyright claims).

8 Updating documents (updating)

8.1 Changes, revision and cancellation of the document are carried out when new regulatory documents or changes to them are put into effect, as well as at the suggestions of users based on accumulated experience.

8.2 The change is prepared by the initiator unit or on its behalf by another unit.

8.3 Amendments to the control copy of the document are made by replacing pages or sheets.

9 Applications
F 01 - STU 141-04-2021
Feedback on the draft document

REVIEW

of the project (first edition) _____
standard instructions, etc.

_____,
name

of the developed _____
name of the division

1 Proposals for sections of the draft document

Section, para- graph	The basis for the correc- tion, introduction (re- placement) of sections, paragraphs	Proposed text

2 General conclusion on the document and comment

 (Position) (signature) (date) (transcript of signature)

F 02-STU 141-04-2021
Summary table of university departments' feedback on the draft document

SUMMARY TABLE OF REVIEWS
 on the draft document

_____,
 designation, name of the document
 developed

 division

Section, item	Subdivision	Subdivision proposal	Developer's opinion	Corrected tification f
1	2	3	4	

Head of Works

position, signature, date, transcript of signature

In the columns of the table indicate:

1 – the number of the section, paragraph;

2 – name of the department that sent the review;

3 – the text or opinion proposed in the review;

4 – the developer's opinion (accepted, partially accepted or rejected)

5 – the developer's text, taking into account the proposal in the review or justification for rejection

6 – the decision of the Educational and Methodological Council on the adoption of the text or justification in column 5

F 03 – STU 141-04-2021
Document Change Registration Sheet

Change registration sheet to _____
document designation

Se- quence number of the change	Section, para- graph of the docu- ment	Type of change (replace, cancel, add)	The num- ber and date of the noti- fication	The change has been made	
				Date	Surname and initials, signature , position

Note - The change is made by marking in the document on the appropriate page and in the appropriate place the serial number of the change, for example, 1 , and the appendix to the text of the document sheet with the text of the new edition or supplement.

10 Change Registration Sheet

Se- quence number of the change	Section, para- graph of the docu- ment	Type of change (replace, cancel, add)	The num- ber and date of the noti- fication	The change has been made	
				Date	Surname and initials, signature , position

10 Лист регистрации изменений

Порядковый номер изменения	Раздел, пункт документа	Вид изменения (заменить, аннулировать, добавить)	Номер и дата извещения	Изменение внесено	
				Дата	Фамилия и инициалы, подпись, должность