

«Agreed»

by the Academic Council of AU

Protocol № 1

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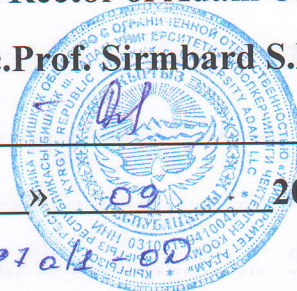
«Approved»

by the Rector of Adam University

Assoc.Prof. Sirmbard S.R.

« 17 » 09 2021

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**Regulation  
on the Quality Council  
of Adam University**

Notes and abbreviations:

UA - Adam University

QA - Quality Assurance Department

QMS - Quality Management System

QC - Quality Council

Bishkek-2021

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## Notes and abbreviations:

UA - Adam University

QA - Quality Assurance Department

QMS - Quality Management System

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## **1. General regulations**

- 1.1. This Regulation is a document of the QMS of the university.
- 1.2. The regulation regulates the legal status of the Education Quality Council and establishes its authority and responsibility.
- 1.3. Quality Council is a collegial body that coordinates the activities of the quality management system aimed at:
  - determination of the directions and mechanisms of quality management of education in the university;
  - normative assurance of creation, implementation and effective functioning of quality system;
  - development of research and innovation activities;
  - achieving the required level of educational services and training highly qualified specialists demanded in the Kyrgyz Republic and abroad.
- 1.4. The QC forms, provides planning, management and control of the implementation of the strategic goals and policies of the university in the field of quality.
- 1.5. In its activities the QC of the University is guided by:
  - the current legislation of the KR;
  - charter of the University Adam;
  - decisions of the Academic Council of the University;
  - orders and directives of the Rector of the University;
  - the policy of the University in the field of quality of education, as well as the internal regulatory documents of the QMS of AU;
  - the present Regulations on the Quality Council;
  - standards and guidelines for quality assurance in higher education in the European region, developed by the European Association for Quality Assurance in Higher Education (ENQA).

## **2. Main goals and tasks**

- 2.1. The main purpose of the QC is to implement the quality policy of the university and coordinate the development, implementation and improvement of the QMS of the university.
- 2.2. The main tasks of the QC are:
  - - formation of university mission, strategy, policy and objectives in the field of quality of educational activity and their adjustment if necessary;
  - - development of strategy and tactics in the development and implementation of QMS at AU;

- - Management in elaboration of the work plan for creation and implementation of QMS of AU;
- - coordination of works on management and improvement of QMS;
- - reviewing and discussing the results of internal audits, self-assessment of the university, corrective and preventive action plans;
- - definition of the procedure of carrying out the interuniversity quality audit of education and participation in the planned activities;
- - distribution of quality policy in the field of educational activities within the university and in the external environment.

### **3. Main functions**

- 3.1. Management function - participation in the creation, implementation, management, maintenance and improvement of the university QMS;
- 3.2. Supervisory function - participation of QC members in groups of internal auditors of the university during audits of structural divisions;
- 3.3. Coordinating function - leadership participation in the processes of motivation, involvement of employees and students in quality assurance activities, improvement of the university QMS;
- 3.4. Information and analytical function:
  - - dissemination of the ideology of Total Quality Management in the units of the university;
  - - Regulatory and methodological support of QMS of the university;
  - - documentation of QMS processes;
  - - continual analysis of the university QMS activities;
  - - informing the public.

### **4. Structure and organization**

- 4.1. The Rector is the Chairman of the QC.  
The Deputy Chairman of the QC is the Head of the Quality Assurance Department, the secretary is an employee of the QA.
- 4.2. The QC may include Vice-Rectors, Dean of School of Medicine, heads of programs and departments, heads of departments, external experts, representatives of students. The personal staff of the QC is determined by the order of the Rector.
- 4.3. The QC is accountable to the Rector and the Academic Council of the University.

- 4.4. Meetings of the QC are held according to the work plan approved by the Rector, but at least twice a year.
- 4.5. The decision to hold an unscheduled meeting of the QC shall be made by its chair or deputy chair, or at the request of at least 1/3 of the IC members.
- 4.6. Preparation of meetings of the QC is carried out by the head of the University Quality Assurance Department, who informs the members of the Council about the agenda and the rules of procedure, approved by the Chairman 3 days before the meeting.
- 4.7. Council meetings are documented in minutes and decisions, which are kept in the QA.
- 4.8. Decisions of the Quality Council shall be made on the basis of proposals by the members of the Council on the issues under consideration and shall be approved by voting at the meeting. Decisions are made by a simple majority of votes.
- 4.9. Decisions of the QC are submitted to the Vice-rectors, heads of structural divisions, responsible persons for the preparation of organizational and administrative documentation and follow-up rectorat@adam.edu.kg.

## **5. Rights and duties**

- 5.1. QC has right to:
  - submit for discussion by the Academic Council and the Rector's Office proposals on issues within the competence of the Quality Council and requiring managerial decisions;
  - listen to the heads of structural departments of the university on quality issues;
  - receive reports, documents, materials on the current state of the quality management system of the AU.
  - request and receive from all levels of departments the information necessary to carry out the functions assigned to the Quality Council;
  - organize permanent and temporary working groups in the main areas of its activities and approve their membership, and to additionally involve interested parties in their work;
  - make proposals to the Rector's Office to encourage faculty members who are actively engaged in scientific and methodological activities in the field of quality.
- 5.2. The Chairman and Deputy Chairman of the QC have the right to distribute authority on the QMS issues, set tasks, give assignments and set deadlines for their implementation, and demand that the assignments be executed.
- 5.3. Duties of the Council:

- To carry out in full the tasks and functions defined in these Regulations;
- To carry out its activities in accordance with the strategic development plan of the university in the field of formation and continuous improvement of the quality system of the university;
- To cooperate with the departments of the university, heads of structural divisions, rendering them all kind of assistance.

## **6. Responsibility**

- 6.1. The Chairman of the QC shall be fully responsible for the quality and timeliness of performance of the functions assigned to the QC by these Regulations.
- 6.2. Each employee of the university is personally responsible to the administration for:
- the quality of work performed in accordance with the requirements of this provision;
  - failure to carry out the planned works and activities in the field of quality;
  - the violation of the legislation of the Kyrgyz Republic;
  - non-execution and/or improper execution of the legislative documents of the Ministry of Education and Science of the Kyrgyz Republic, as well as orders and instructions of the Rector;
  - failure to comply with the organizational and legal documents of the university in the field of quality.

## **7. Interactions and Connections**

- 7.1. The Quality Council works in constant interaction with the Academic Council of the University, the QMS and other structural divisions of the University.
- 7.2. All members of the QC ensure continuous interaction and effective functioning of all university departments.

## **8. Final provisions**

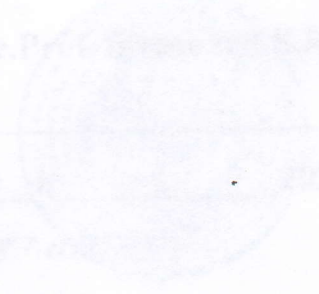
- 8.1. This Regulation is considered at the meeting of the Academic Council and is approved by order of the Rector.
- 8.2. Amendments and additions to this Regulation are made on the initiative of:
- AU Academic Council;
  - Rector of AU;

- head of the QMS.

Approved

By the Rector of Adam University

Assoc. Prof. Dr. ...



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