

**AUTONOMOUS ORGANIZATION OF EDUCATION
NAZARBAYEV UNIVERSITY**

**GUIDELINES FOR MODIFICATIONS TO PROGRAMS AND
COURSES**

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”
Minutes # 39 of 17.06 2015



Astana
2015

1. Introduction

1. These Guidelines outline the processes and procedures pertaining to academic program and course modification at the autonomous organization of education “Nazarbayev University” (hereinafter – the NU). The modifications are expected to be precipitated by the NU Annual Program Monitoring process, Periodic Review or accreditation requirements.

2. Principles

2. Any modifications to an approved program will require formal approval at School and/or institutional level depending on the magnitude of the proposed modifications. The type of modification is determined by its impact on the program as a whole. Major program modifications to a program cannot be implemented in the same year when a program is approved or is being taught.

3. Definitions

3. Modifications to courses (as defined in the Course Specification Form) will be classified as minor modifications, whilst modifications to a program will be classified as major modifications.

Minor Modifications	Major Modifications
<ol style="list-style-type: none">1. Change to course title, credit volume or EQF level¹.2. The addition or replacement of a non-core course within a program or a core course where the program’s learning outcomes are not affected.3. Modifications to the aims or learning outcomes for a course.4. Pre-requisite or co-requisite courses5. Course teaching methods6. Course assessment methods and/or weightings	<ol style="list-style-type: none">1. The addition of a new track/award within existing provision (including joint degree award).2. Modifications to the aims and/or learning outcomes of the program requiring revised specifications.3. Amendments to program structure and academic content (other than what are defined as minor modifications).4. Title (including umbrella titles/ titles of program streams)5. Mode of study6. Program duration7. Program credit volume8. Admission standards9. Program-wide learning & teaching methods10. Program-wide assessment strategy

¹ EQF – European Qualifications Framework

4. Processes for Approval of Minor Modifications

4. Minor modifications should be considered and agreed by the relevant Program Committee, approved by the School Learning and Teaching Committee (and signed-off by the Dean).

5. Minor modifications will be submitted to the School Learning and Teaching Committee using the NU Modification Form for Programs and/or Courses (Appendix) and the updated program information documents, with tracked modifications detailing the proposed modifications.

6. The modifications approved by the School should be reported to the Academic Quality Committee (hereinafter – the AQC). A note should be addressed to the Chair of AQC and sent within 10 working days upon approval by electronic means of communication or hard copy.

7. The official records of modifications should be kept by the School office.

5. Processes for Approval of Major Modifications

8. All major modifications will require approval by the Academic Council (hereinafter – the AC). The modifications should be considered and agreed by the relevant Program Committee, approved by the School Learning and Teaching Committee (and signed-off by the Dean). A reference to the decision of the School Learning and Teaching Committee should be provided in the NU Modification Form for Programs and/or Courses.

9. Major modifications will be submitted to the AQC using the NU Modification Form for Programs and/or Courses and the updated Proposal Form for an Academic Program. The information detailing the proposed modification should be submitted in a tracked mode or as a comparative table depending on the nature of the modifications proposed.

10. In addition, the program modification package should include the confirmation by the Dean that:

1) the modification, including the provision of any relevant resource, has been agreed;

2) where the agreement of the external examiner/reviewer is required, that the (s)he has been consulted and supports the proposal;


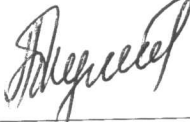
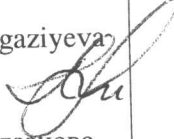
3) where the proposal affects a collaborative Program/Course that the partner has been consulted and supports the proposal.

11. AQC will then make a recommendation to AC regarding the revised program or to the School Learning and Teaching Committee for further review.

12. If necessary, upon approval by AC, the School should inform the relevant administrative and academic units of the modifications made (e.g. the Office of the Registrar, Admissions/Graduate Admissions Departments).

APPROVAL SHEET / КЕЛІСУ ПАРАҒЫ / ЛИСТ СОГЛАСОВАНИЯ

**GUIDELINES FOR MODIFICATIONS TO PROGRAMS AND COURSES / АКАДЕМИЯЛЫҚ
БАҒДАРЛАМАЛАР МЕН КУРСТАРҒА ӨЗГЕРІСТЕР ЕНГІЗУ ЖӨНІНДЕГІ НҮСҚАУЛЫҚ /
РУКОВОДСТВО ПО ВНЕСЕНИЮ ИЗМЕНЕНИЙ В АКАДЕМИЧЕСКИЕ ПРОГРАММЫ И КУРСЫ**

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні / Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp. person, date of approval / Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні / Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
DEVELOPMENT/ ӨЗІРЛЕУ/ РАЗРАБОТКА	Office of the Provost Провост Офисі Офис Провоста	Alan Duncan Priestley А.Д. Пристли	
Review/ Келісу/ Согласование	Legal Department Заң департаменті Юридический департамент	Bakyt Abisheva Б.К. Абишева	
	Department of Documentation Support Құжаттамамен қамтамасыз ету департаменті Департамент документационного обеспечения	Leila Nurgaziyeva Л.С. Нургазиева	

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 Appendix
 to the Guidelines for Modifications
 to Programs and Courses approved by
 the resolution of the Academic Council of
 the autonomous organization of education
 “Nazarbayev University”
 Minutes __ dated _____

Nazarbayev University Modification Form for Programs and/or Courses

1. Program Details¹		
1.1 Program Title:		
1.2 School:		
1.3 Department:		
2. Modifications Proposed		
2.1 Type: Major <input type="checkbox"/> Minor <input type="checkbox"/>	2.2 Effective Date:	2.3 Collaborative ² (Yes/No):
2.4 Summary of modifications		
#	Modifications recommended	Rationale
1		
2		
3. School Approval		
3.1 Teaching and Learning Committee/or equivalent (Chair’s signature):		3.2 Date: Minutes # _____
3.3 Dean’s signature:		3.4 Date:
4. Academic Quality Committee (for major modifications only)		
4.1 Academic Quality Committee Recommendation:		
4.2 Chair’s signature:		4.3 Date:

¹ An updated version of the program and/or course specification must be provided indicating the proposed modification using tracked changes.

² A collaborative program is one that is delivered in cooperation with another School or with a partner university. If a program is collaborative, the proposed modifications should be discussed and agreed upon with the partner.

Levella Powell