

**NON-COMMERCIAL JOINT STOCK COMPANY
ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY**



Approved
by order of the Chairman of the Board - Rector of
the non-commercial joint-stock company
Society "Abai Kazakh National Pedagogical
University"

from "19" *апрель* 2022

№ *04-04/158*



**Rules
conducting a survey in
Abai Kazakh National Pedagogical University**

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Almaty, 2022

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by order of the Chairman of the Board - Rector of
the non-commercial joint-stock company
Society "Abai Kazakh National Pedagogical
University"
from "19" aprel 2022
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Annex 1 to the order
Chairman of the Board - Rector of a non-profit
joint stock company
Society "Abai Kazakh National Pedagogical
University"
from "19" aprel 2022
№ 04-04/158

**Rules
conducting a survey in
Abai Kazakh National Pedagogical University**

1. General provisions

1. These Rules determine the procedure for conducting a survey (hereinafter referred to as the Rules) and analyzing the degree of satisfaction of students and graduates with the quality of the educational process, employers - with the quality of training of graduates in all educational programs (specialties), areas of training and forms of education, teaching staff and employees - to determine the degree their satisfaction with the quality of the conditions for the implementation of educational activities and work in Abai Kazakh National Pedagogical University (hereinafter - the University/Society).

These Rules apply to all structural divisions of the University.

2. The rules are governed by the following legal acts:

University charter;

ABAI UNIVERSITY Development Strategy for 2022-2025;

Regulations on Internal Quality Assurance of the Company;

Other internal regulatory documents of the university.

3. The rules define the goals, principles, subject, frequency and procedure for conducting a survey of students, graduates, employers, teaching staff and university staff.

4. Questioning is carried out on a regular basis in order to monitor the procedures of the educational process and other aspects of the university's activities.

5. The purpose of the survey is to obtain the necessary information from consumers (students, graduates, employers, teaching staff, university employees and other categories) to make adequate management decisions at various stages of the educational process and other services of Abai KazNPU.

6. Questioning carried out based on the following principles:

compliance of the questionnaire content with the strategic goals and educational objectives of the university;

systematic and regular;

information content;

confidentiality.

7. The subject of the survey is:

the quality of teaching, the level of professionalism of teachers;

the level of satisfaction with the educational process;

assessment of the compliance of the level of training of graduates with the requirements of the labor market;

determination of the degree of satisfaction with the quality of the conditions for the implementation of educational activities, socio-psychological climate and work at the university;

the degree of employers' satisfaction with the quality of graduate training;

and other aspects of the university's activities.

2. The procedure for organizing and conducting a survey

8. Questioning of students, graduates, employers, teaching staff and university staff carried out annually.

9. Questioning on other aspects of activity is carried out as necessary in accordance with the development strategy of the university.

10. Questioning is carried out by order or order of the Chairman of the Board - the Rector.

11. The person appointed responsible for conducting the survey prepares: a survey plan that includes data on the category of respondents;

survey schedule;

questionnaire.

12. The questions of the questionnaires can be changed in accordance with the tasks set by the management of the University.

13. The survey conducted in a remote format - Google-forms, the distribution of questionnaire questions for respondents is carried out through corporate mail (@abaiuniversity.edu.kz) of Abai KazNPU.

14. When conducting a survey through Google forms, the purpose of the survey, the procedure for the survey and a request for a responsible attitude to the procedure placed at the beginning of the questionnaire.

15. The survey conducted anonymously. Respondent's identification data is not stored when completing the survey via Google Forms.

1. Information processing and analysis

16. After the completion of the survey, the responsible persons analyze and process the results of the survey.

17. Based on the results of processing the questionnaires, an analytical report is formed, which contains:

statistics on various groups;

conclusions;

recommendations (in order to eliminate the shortcomings identified during the survey).

18. The information obtained because of the survey is intended for the internal use of the university. The procedure for using the information received within the university is determined by the Chairman of the Board - the Rector.

19. The procedure for using the results of the survey outside the university, the content and volume of the information provided determined by the Chairman of the Board - the Rector.

2. Conclusion rules

20. Changes and additions to this Rule are made by order of the Chairman of the Board - the Rector of the Company.