

«APPROVED»
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**Regulations
ON THE ACADEMIC
COUNCIL**

Almaty, 2021.


Approval sheet

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Passport of the document

Name of document	Regulations on the Academic Council(Academic Council)
Brief description	The Regulations contain information on the procedure for holding meetings of the Academic and Research Council and a description of the competencies of the Academic and Research Council
Subject	Academic Council, Academic Council
Status	In effect
Date of approval	<u>22 July</u> 2021.
Expiration date	On the cancellation and adoption new one
Date of audit	If necessary
Responsible for the audit	Secretary (Academic Secretary)

1. General provisions

1.1. The Academic Council (Academic Council) (hereinafter referred to as "the Council") is a collegial body for management of educational, methodological and scientific activities of the Non-commercial joint-stock company "Narkhoz University" (hereinafter referred to as "the University").

1.2. In carrying out its activities, the Council shall be guided by the norms of current legislation of the Republic of Kazakhstan, the Charter of the University, this Statute and other internal documents of the University.

1.3. Annually, at the beginning of the academic year the Council approves the Council's work plan for the coming year, and at the end of the academic year a report on the results of its activities is heard.

1.4. Decisions of the Council on issues within its competence shall be binding on the structural units of the University, as well as on all employees and students, and shall come into force upon their adoption.

1.5 This Regulation is an internal document of the University defining the purpose, objectives, functions, structure and procedure of the University Council's activities.

1.6 The Regulation is developed in accordance with the requirements of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", the Law of the Republic of Kazakhstan "On Joint Stock Companies" dated May 13, 2013, the Standard Rules of Activities of Higher and Postgraduate Education Organizations, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595, the University Charter.

1.7 The purpose of the Council is to unite the efforts of the staff for solving urgent problems of the University development related to the competence of the Council, ensuring high quality of education in accordance with the state standards of higher and postgraduate education, implementing educational, methodological, scientific, international and other activities of the University, implementing the latest information and teaching technologies, providing competitiveness of the University at the domestic and foreign market.

1.8 The activity of the University Council shall be based on publicity of collective discussion of issues within its competence.

2. Competence of the University Council

2.1. The competence of the University Council includes:

1) defining the concept of academic development of the University and formulation recommendations for the Strategic development concept (Strategy) of the University;

2) providing recommendations and proposals for changes in the structure, reorganization or liquidation of academic and research units, teaching and research centers and laboratories of the University;

3) approval of the University's internal documents and regulations on

academic and scientific matters, including the Academic Policy, academic calendars, annual work plans of the Schools, policies regarding the preparation of graduate, master's and doctoral studies, conducting scientific research with other educational and scientific institutions and other applicable documents;

4) proposing amendments and additions to the University Charter;

5) decision-making on all fundamental issues of the organization making decisions on all fundamental issues of the organization educational and research activities of the University, including at the national and international levels;

6) making decisions on the organization of monitoring and control of the educational, training and research process at the University, namely in the organization of monitoring of the academic process and monitoring of the implementation of research projects and programs carried out by Schools, scientific and educational departments and other units;

7) approval of topics and scientific supervisors-advisors of students, master's and doctoral students on dissertation research;

8) reviewing and recommending for publication textbooks, manuals, educational and methodological developments, scientific monographs and other publications;

9) consideration of cases of applicants for academic titles and their submission for approval in accordance with the legislation of the Republic of Kazakhstan and internal documents of the University;

10) recommendation of candidates from among the faculty of the University for participation in the competition held by the Ministry of Education and Science of the Republic of Kazakhstan for the title of "The best professor of the University";

11) recommending the appointment of the President of the Republic of Kazakhstan Scholarship and making decision on the appointment of named scholarships to the University's students;

12) consideration and recommendation of the students' candidatures on the issues of transfer of the University students from paid education to training under the state educational grant;

13) listening to the annual reports of the officials, responsible employees and heads of structural units of the University on the directions, forms and methods of teaching, research, educational, informational, international and other activities of the University and making decisions on them;

14) hearing the *research proposal* of doctoral students of the University and discussing the thesis research topics of doctoral students of the University;

15) approval and awarding of academic and honorary titles of the University, including the title of "Honorary Professor", name scholarships of the University;

16) consideration and recommendation of the University employees for governmental awards, honorary titles awarded by the MES of the RK;

17) making proposals on approval of educational programs, introduction of changes and additions to them by levels of training, approval of passports of

educational programs and curricula, consideration of issues of development of educational programs, and making proposals for the opening of new areas (profiles, programs) of training;

18) organization of interaction between structural divisions of the University within the framework of educational, methodological and scientific activities;

19) discussion and submission to the University Board of proposals for approval of regulations on academic and research structural units of the University;

20) establishment of commissions to assess the activities of academic units of the University for compliance with the Academic Policy;

21) development, discussion and approval of academic integrity standards, including the Academic Integrity Guidelines, amendments and additions thereto, and other internal documents on academic integrity in education and science;

22) To approve the policies of the Graduate Schools and other academic units of the University regarding the management of educational programs, research and quality assurance of education and research;

23) determining the powers of the councils and committees of the Graduate Schools and other academic units of the University;

24) resolution of disputes regarding the boundaries of authority of the committees of the commissions of the High Schools and other academic units of the collegiate bodies of the University and, if necessary, revocation or amendment of the decisions of the committees of the High Schools collegiate bodies, consideration of appeals against decisions of the Quality Assurance Committees of the High Schools and other collegiate bodies;

25) discussion and submission of proposals on approval of requirements for the University professors and researchers, development and submission for approval by the authorized body of the University of the rules for admission, transfer, dismissal and promotion of academic employees of the University;

26) discussion and approval of the Regulation on the University Dissertation Council for thesis defense for the degree of Doctor of Philosophy (Ph.D.) and doctoral degree in the profile;

27) Examination of the application texts for international and national grants, participation as a consortium or individually in international and national research projects at the expense of the state budget, international, regional or local organizations for their subsequent approval by the Chairman of the Board - President of the University, confirmation of the compliance of the University applications for international and national research with the principles of ethics and academic integrity;

28) discussing the issues of creating a system of research support for teaching staff, young scientists and trainees (students, undergraduates and doctoral students), development of international contacts in the field of scientific research;

29) identification of measures for protection of intellectual property rights;

30) consideration of the issues of material support of the students and

submission of proposals to the University Board;

31) discussion and resolution of other issues of any nature that may affect the quality of educational programs, research and other aspects of academic and scientific activities of the University;

32) exercising other powers determined by the Charter and/or resolution of the Board of Directors of the University;

33) Settlement of any disputes concerning the Council's powers and the interpretation and application of these Regulations.

3. Composition of the Council

3.1. The composition of the Council shall be determined by these Regulations.

3.2. Personal composition of voting and non-voting members of the Council shall be determined in accordance with the order of the Chairman of the Board - President of the University.

3.3. The Provost shall be the Chairman of the Council. In his absence, the functions of the Chairperson of the Council may be performed by the Chairperson of the Board or another person agreed with the Provost.

3.4. The following voting members shall speak *ex officio*:

3.4.1. Provost;

3.4.2. Vice-Provosts;

3.4.3. Advisor to the President on Academic Quality;

3.4.4. Principals of High Schools;

3.4.5. Dean of students;

3.4.6 Heads of Research and Educational Departments;

3.4.7. Director of the Scientific and Educational department «Doctoral studies»

3.4.8. Director of the Department of Educational and Methodological Support;

3.4.9. Head of the Registrar's Office;

3.4.10. Head of the Office of Advisors;

3.4.11. Director of the International Development and Partnership Department;

3.4.12. Director of the Career Development and Alumni Relations Center;

3.4.13. Head of the Research and Development Department;

3.4.14. Head of the Accreditation Department;

3.4.15. Director of the Scientific Information Center -
Scientific Library;

3.4.16. Chairs of the High School's Quality Assurance Commission;

3.4.17. Faculty representatives;

3.4.18. Representatives of student and public organizations of the University;

3.4.19. Representatives from among Master's and PhD students.

3.4.20. Academic Secretary of the Academic Council.

The following non-voting members shall serve as *non-voting members*:

3.4.21. Vice President of Administration;

3.4.22. CFO;

3.4.23. Director of the Legal and Human Resources Department;

3.4.24. Director of the Information Technology Center.

3.5. Each voting member is required to attend Board meetings and has one vote when making decisions.

3.6. Non-voting members of the Council shall include the Director of Finance, Vice-President for Administration, Director of the Department of Legal and Human Resources, Director of the Information Technology Center. Other heads of non-academic structural subdivisions of the University may also be non-voting members.

Every non-voting member of the Council shall have the right to participate in the meetings of the Council, to become familiar with all materials discussed by the Council. The Council may invite employees, students or representatives of other organizations, state bodies and institutions to participate in its meetings.

3.7. The Chairperson of the Council shall preside at all meetings of the Council and ensure the organization of its work.

3.8. The Secretary of the Council (Secretary) shall be elected by the Council and shall be responsible for record keeping, preparation of materials for the University Council meetings. The Secretary shall distribute materials to the members of the Academic Council at least 3 (three) working days prior to the scheduled date of the University Council meeting.

3.9. Chairman of the Council:

- organizes the work of the Council;
- directs the activities of the Council;
- convenes meetings of the Council;
- sets the agenda for the meetings of the Council,
- Presides over the meetings of the Council;
- Signs the minutes and decisions of the Council;
- controls the implementation of the Council's decisions;
- perform other functions provided for by the internal documents of the University.

3.10. The Secretary of the Council (Academic Secretary) shall be responsible for maintaining the Council's records:

- Prepare a draft work plan for the Council;
- Submit the agenda, date and venue of the meeting to the Chairperson of the Council for approval;
- notifies Council members of the place, time and agenda of the meeting;
- supervises preparation of issues for the Council meeting and preparation of draft decisions;
- draw up the minutes of the Council meetings, excerpts from the minutes of the Board, ensure storage of the minutes of the Council meetings;
- moves personal files for nomination to academic titles;
- ensures that the Council's decisions are communicated to its implementers;
- on the instructions of the Chairman of the Council, monitors the implementation of decisions.

4. Committees and commissions of the Council

4.1 The Council consists of Technology and Innovation Committee, Library Committee, Research Ethics Committee, International Activities Committee, Recruitment and Career Promotion Committee, Student Financial Support Committee, Research Committee, Educational and Methodological Committee, Quality Assurance Committee. The Council shall approve the regulations of the committees and commissions.

4.2 Decisions of the Committees, within the limits of their authority, may be by decisions of the Academic Council.

4.3 Any other committee or commission may be established by the Council for the purpose of carrying out its tasks.

4.4 All committees and commissions (*ad hoc*) shall be under the authority of the Council.

5. Organization of Council activities

5.1. Meetings of the Council shall be held at least once a month. The quorum for holding a meeting (regular and extraordinary) of the Council shall be the presence of at least two thirds of the Council members at the meeting.

5.2. An extraordinary meeting of the Council shall be held at the initiative of the Chairman of the Council or at the request of any (voting and non-voting) member of the Council.

5.3. Meetings of the Council may be conducted online with recording and minutes taken.

Decisions of the Council shall be taken by open voting. Issues regarding the election of appropriate candidates by competition, presentation to the academic title shall be resolved by secret ballot. Decisions of the Council shall be deemed adopted if a majority of the members of the Academic Council present at the meeting vote for them.

5.5. Minutes of each meeting shall be drawn up. The Secretary of the Council shall be responsible for technical support of the Council activities. Minutes shall be prepared no later than seven (7) calendar days after the Council meeting.

5.6. The secretary of the Council shall provide excerpts from the minutes of the Council meetings upon request of the Council members after 5 (five) business days following the Council meeting.

5.7. The Chairperson of the Council shall explain the decisions of the Council.

5.8. Draft documents discussed, adopted and approved by the Council may be submitted both by the Chairperson of the Council and by any academic units of the University.

5.9. Directors of High Schools and heads of other scientific and academic structural units of the University are responsible for developing and submitting draft education and research documents to the Council for its

consideration.

5.10. Directors of Schools, Directors of Heads of Research and Education Departments are responsible for developing and submitting to the Council draft documents on research at the University level.

5.11. In case a draft document submitted to the Council contains issues that are not of direct academic nature, these issues shall be agreed upon with the relevant structural units of the University in accordance with the procedure established by the internal documents of the University.

5.12. In case the matter submitted to the Council for consideration entails an increase in the budget expenditure or a decrease in the University's revenue, such matter shall be subject to prior approval by the University Board.

5.13. The agenda of the Council meeting shall be formed at least five (5) working days prior to the proposed date of the meeting.

5.14. Minutes of the Council meetings (regular and extraordinary) and decisions of the Council shall be stitched together with meeting materials, certified by the University seal, kept by the Secretary of the Council, and after 5 (five) years shall be transferred to the University archive for storage.

6. Remuneration of Council members

6.1 No remuneration shall be paid to Council members by the University.

7. Rights, duties and responsibilities of council members

7.1. All members of the Council shall have the right:

7.1.1. Present questions and proposals to the Council for discussion;

7.1.2. To elect and be elected to committees, counting board and other commissions of the Council;

7.1.3. To familiarize with all materials on the agenda of the meeting and other documentation of the Council.

7.2. Voting members are required to:

7.2.1. To perform the duties assigned to them in good faith and in the manner that best reflects the interests of the University;

7.2.2. To attend the meetings of the Council, if a member is unable to attend a Council meeting for a valid reason, he/she should inform the Chairman of the Council or the Secretary of the Council in advance;

7.2.3. Take part in voting (open or secret);

7.2.4. Prepare and submit to the Secretary of the Council the necessary materials for meetings.

8. Final provisions

8.1. These Regulations shall be approved by the Board of Directors of the University.

8.2. In the event of, as a result of changes in the regulatory legal acts of the Republic of Kazakhstan, certain articles of these Regulations come into conflict with the legislation, they shall become invalid.

8.3. Issues not regulated by the provisions of this Regulation shall be resolved in accordance with the provisions of the current legislation of the Republic of Kazakhstan and internal documents of the University.