

Non-Profit Joint Stock Company "Abylkas Saginov Karaganda Technical University"	Provision on the Academic Council	IAP II-17-2025 Version No 02 Dated 19. 09.2025 Page 1 of 13
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APPROVED

by the decision of the Board

of the Non-Profit Joint-Stock Company

"Abylkas Saginov

Karaganda Technical University"

Chairman of the Management Board Rector

S. Sagintayeva

(Protocol No. 17

dated: "19" 09 2025)

**PROVISION ON THE ACADEMIC COUNCIL  
OF THE NON-PROFIT JOINT-STOCK COMPANY  
"ABYLKAS SAGINOV  
KARAGANDA TECHNICAL UNIVERSITY"**

**IAP II-17-2025**

**Қарағанда**

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## **1. General Provisions**

**1.1.** This Regulation on the Academic Council establishes the main objectives, functions, composition, structure, powers, organization, and procedures of the Academic Council. The Regulation on the Academic Council is part of the documentation of the Quality Management System of the Non-Profit Joint-Stock Company "Abylkas Saginov Karaganda Technical University" (hereinafter referred to as the "Company").

**1.2.** The Academic Council is a collegial governing body, the primary purpose of which is to ensure the effective and transparent functioning of the Company in accordance with its development strategy, priorities of the higher education system, and the principle of involvement of academic staff and students.

**1.3.** This Regulation has been developed in accordance with the Laws of the Republic of Kazakhstan "On Education," "On Science and Technological Policy," "On Combating Corruption," the Model Rules for the Organization of Collegial Governing Bodies of Higher and (or) Postgraduate Education Organizations, other normative legal acts of the Republic of Kazakhstan, as well as the Charter of the Company and the Company's Corporate Governance Code.

**1.4.** The activities of the Academic Council are based on transparency and collective discussion of issues within its competence.

## **2. Objectives of the Academic Council**

The main objectives of the Academic Council include:

**2.1.1.** Promoting the implementation of innovations in educational and scientific processes, ensuring the realization of state programs in the fields of education and science.

**2.1.2.** Creating necessary conditions for students and academic staff of the Company to successfully implement professional educational programs.

**2.1.3.** Strengthening interaction between the structural units of the Company to achieve common goals and promoting further development of the Company in its areas of activity.

**2.1.4.** Reviewing, discussing, and making decisions on key issues of academic, research, innovation, educational, and administrative activities of the Company that fall within the exclusive competence of the Academic Council.

## **3. Composition and Formation Procedure of the Academic Council**

**3.1.** The Academic Council shall include: the Chairman of the Board – Rector, members of the Board, department directors, faculty deans, heads of departments, heads of structural units, representatives of the academic staff, students, as well as representatives of employers.

**3.2.** The Academic Council is formed on the basis of the decision of the Commission for the Formation of Collegial Governing Bodies.

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**3.3.** The numerical composition of the Academic Council is determined based on its objectives but shall not be fewer than seven members. The composition is elected for a term of 1–3 years and must consist of an odd number of members.

**3.4.** The personal composition of the Academic Council is approved by the Order of the Chairman of the Board – Rector of the Company.

**3.5.** The Chairperson of the Academic Council and their Deputy are elected by a majority vote from among the members of the Academic Council. In the absence of the Chairperson, their duties are performed by the Deputy.

**3.6.** To organize the preparation of issues submitted for discussion by the Academic Council, control the implementation of adopted decisions, summarize experience, and develop proposals for improving forms and methods of work, the Secretary of the Academic Council is elected by open vote from among the members of the Council for a term of 1–3 years and is responsible for record-keeping, preparing minutes, and organizing document flow.

**3.7.** The Academic Council organizes its work based on an approved plan, prepared in accordance with Appendix A to this Regulation, for the corresponding academic year. The approved plan is published on the official website of the Company.

#### **4. Powers of the Academic Council**

Within its competence, the Academic Council performs the following functions:

**4.1.** Reviewing issues and making decisions on the academic, educational, methodological, educational, international, and other activities of the Company.

**4.2.** Reviewing the long-term development plan of the educational and scientific laboratory facilities.

**4.3.** Reviewing and approving long-term development plans and programs of the University in the main areas of educational-methodological, research, educational, and international activities.

**4.4.** Reviewing matters related to awarding academic titles to academic and research staff.

**4.5.** Reviewing and approving internal regulations.

**4.6.** Making decisions on key issues of organizing educational, research, international, administrative, and other activities of the University.

**4.7.** Considering issues related to the implementation of the strategic development plan of the Company in terms of academic, research, social, and educational activities.

**4.8.** Reviewing key issues and making decisions regarding the social development of the Company.

**4.9.** Summarizing the activities of the Company for the past academic year.

**4.10.** Periodically reviewing reports on the educational, research, and extracurricular work of the Company.

**4.11.** Reviewing reports on the activities of other structural units included in the Company.

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**4.12.** Preliminary review of higher and postgraduate educational programs in accordance with state mandatory education standards.

**4.13.** Approving the thematic plan of publications of educational-methodological and scientific literature.

**4.14.** Approving topics and scientific supervisors-consultants for master's and doctoral students' dissertation research.

**4.15.** Reviewing matters related to awarding academic titles to academic and research staff of the Company.

**4.16.** Reviewing submissions for awarding honorary titles, state and departmental awards, named scholarships, recommendations for participation in competitions; awarding academic and honorary titles, awards of the Company, and named scholarships of the Company.

**4.17.** Making decisions on transferring students from tuition-based programs to educational grants.

**4.18.** Resolving issues of social protection for students and staff.

**4.19.** Discussing the results of student enrollment formation.

**4.20.** Reviewing and approving internal regulatory documents in accordance with the Classifier of Internal Regulatory Documents of the Company, approved by the Board of Directors.

**4.21.** Considering other issues related to the activities of the Company that require collegial decision-making.

## **5. Procedure of the Academic Council's Activities**

**5.1.** Meetings of the Academic Council are held at least once a month during the academic year in accordance with the approved work plan. If necessary, meetings of the Academic Council may be held unscheduled and can be conducted online.

**5.2.** Representatives of state bodies, public organizations, media, and others may be invited to attend the meetings of the Academic Council.

**5.3.** Meetings of the Academic Council are considered valid if more than half of the Council members are present. Attendance of Council members at the meeting is confirmed by their personal signature in the attendance sheet or in the attached list of members present at the Academic Council meeting.

**5.4.** Academic staff and students have the right to familiarize themselves with the materials of the Academic Council meetings and receive extracts from decisions on issues affecting their rights and interests.

**5.5.** Decisions of the Academic Council are made by open voting with a majority of the members present. In the event of a tie, the Chairperson's vote is decisive.

**5.6.** The Academic Council has the right to form commissions for various areas of the Company's activities.

**5.7.** Commissions of the Academic Council carry out the main analytical and expert work on issues discussed at the Academic Council meetings.



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**5.8.** The Academic Council may decide to conduct a secret ballot. For conducting a secret ballot and counting its results, the Academic Council elects a counting commission by open vote consisting of no more than three members of the Academic Council, including its Chairperson. Each member of the Academic Council is issued one ballot for the secret ballot.

**5.9.** Secret ballots are conducted on the following issues:

**5.9.1.** Submission for academic titles of Professor and Associate Professor;

**5.9.2.** Nomination of academic staff as corresponding members of the National Academy of Sciences of the Republic of Kazakhstan;

**5.9.3.** Other issues provided for by the relevant regulations and other normative documents.

**5.10.** Ballots are issued in accordance with the attendance sheet of the Academic Council members. At the end of the voting, the counting commission opens the ballot box, determines the number of valid and invalid ballots, and counts the votes. The minutes of the counting commission on the results of the secret ballot are prepared in accordance with Appendix D to this Regulation, signed by all members of the counting commission, and read at the Academic Council meeting. Approval of the minutes of the counting commission is carried out by the Academic Council by a simple majority of votes in open voting.

**5.11.** To consider issues on the agenda provided for by the plan, as well as issues not included in the plan but requiring a decision by the Academic Council, a service note proposing consideration of the issue shall be submitted to the Chairperson of the Academic Council. The service note shall be submitted no later than 10 calendar days before the meeting.

In exceptional cases, upon receipt of materials from the meetings of the Scientific and Methodological or Scientific and Technical Councils, it is allowed to include issues on the agenda of the Academic Council in shorter terms, subject to agreement with the Chairperson of the Academic Council. Procedure of Preparing and Approving Materials for the Academic Council

**5.12.** No later than 7 (seven) working days before the meeting, the responsible executor/reporter shall submit materials on the issue under consideration to the Scientific Secretary in both paper and electronic formats.

**5.13.** The Scientific Secretary ensures timely distribution of the relevant documents to the members of the Academic Council for preliminary review.

**5.14.** Materials of the commissions for the Academic Council meeting may be prepared in a free form, depending on the content and volume of the issue under consideration, except for those issues that require a specific set and content of documents.

**5.15.** Prepared materials are endorsed by the executor and the director of the structural unit and coordinated with the supervising Vice-Rector. If necessary, a special opinion may be attached.



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**5.16.** In case of comments requiring significant revision of the materials, the Scientific Secretary has the right to return the submitted materials to the responsible executor and the Chairperson of the commission and set a deadline for their revision.

**5.17.** A decision of the Academic Council is considered adopted if more than half of the members present voted in favor. The Council's decision comes into force after approval by the Chairman of the Board – Rector of the Company.

**5.18.** Based on the issues considered at the Academic Council meeting, a decision of the Academic Council is adopted by a majority of the members present and is documented in the minutes in accordance with Appendix D to this Regulation. The minutes of the meeting are prepared by the Secretary of the Academic Council no later than 3 working days after the meeting and signed by the Chairperson and the Scientific Secretary. The attendance sheet, signed by all members of the Academic Council present at the meeting, is attached to the minutes. Decisions of the Academic Council shall be published on the official website of the Company.

**5.19.** Changes to the personal composition of the Academic Council are made based on the submission of the Commission for the Formation of Collegial Governing Bodies and are approved by the Order of the Chairman of the Board – Rector. Grounds for excluding a member of the Academic Council may include: dismissal or transfer to another organization, a written resignation, or systematic absence from meetings without a valid reason.

## **6. Final Provisions**

**6.1.** This Regulation shall enter into force on the date of approval by the Board of the Company.

**6.2.** The Regulation on the Academic Council is coordinated with the Head of the Legal Service, the Chairperson of the Faculty and Staff Trade Union Committee, and the members of the Board – Vice-Rectors, and is formalized in the "Coordination Sheet."

**6.3.** All members of the Academic Council are required to familiarize themselves with this Regulation and confirm their acknowledgment by signing the "Familiarization Sheet," prepared in accordance with Appendix B to this Regulation.

**6.4.** The Scientific Secretary prepares the original draft of the Regulation on the Academic Council and collects the coordinating signatures.

**6.5.** In the event that certain provisions of this Regulation do not comply with current legislation, the norms of the legislation of the Republic of Kazakhstan shall apply.

**6.6.** Ensuring the accessibility of the Regulation on the Academic Council is carried out in accordance with DP X-01.

**6.7.** The Regulation on the Academic Council shall be stored in accordance with DP X-01.

**6.8.** The analysis and updating of the Regulation on the Academic Council shall be carried out in accordance with DP X-01.

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**6.9.** Responsibility for the development, content, structure, formatting, implementation, and amendment of the Regulation on the Academic Council rests with the Scientific Secretary.

**6.10.** Amendments and additions to this Regulation are made by the decision of the Board of the Company.

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## CALENDAR WORK PLAN OF THE ACADEMIC COUNCIL

for the 20\_\_/20\_\_ academic year

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**Annex C**  
**(mandatory)**  
**Form of the Counting Commission Minutes**

Φ.02-2025

**Minutes No. \_\_\_\_**  
**of the Ballot Commission**  
**of the meeting of the Academic Council**  
**Non-profit Joint Stock Company "Abylkas Saginov Karaganda Technical**  
**University"**

**the city of Karaganda**

«\_\_\_\_» \_\_\_\_\_y.

**Present: members of the Academic Council according to the attendance list**

**Agenda:**

- 1. Results of voting on the issue "On the recommendation for the conferment of an academic title."**

**Heard:** \_\_\_\_\_, Chairperson of the Ballot Commission.

**Voting results on the recommendation for the conferment of the academic title of Professor / Associate Professor (Docent):**

Candidate's full name: \_\_\_\_\_

Total number of ballots issued – \_\_\_\_\_;

Votes "for" – \_\_\_\_\_;

Votes "against" – \_\_\_\_\_;

"Abstained" – \_\_\_\_\_;

Invalid ballots – \_\_\_\_\_

**Resolved:**

To approve Minutes No. \_\_\_\_ of the Ballot Commission.

**Chairman** \_\_\_\_\_

**Members** \_\_\_\_\_  
\_\_\_\_\_

**Chairman of the Academic Council** \_\_\_\_\_

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**Annex D**  
*(mandatory)*  
**Form of the Minutes of the Academic Council Meeting**

Ф.02-2025

The form is provided in accordance with the Rules for Documentation, Records Management, and the Use of Electronic Document Management Systems, approved by Order No. 236 of the Ministry of Culture and Information of the Republic of Kazakhstan dated August 25, 2023 (registration No. 33339).

**Non-Profit Joint Stock Company  
"Abylkas Saginov Karaganda Technical University"**

**MINUTES**

No. \_\_, dated \_\_  
the city of Karaganda

Meeting of the Academic Council  
Chairman of the Academic Council –  
Academic Secretary –

Attended by: \_\_ Member of the Academic Council from \_\_ (list attached).

**THE AGENDA**

1. \_\_\_\_\_  
Speaker:
2. \_\_\_\_\_  
Speaker:
3. Various.

**On the first question** \_\_\_\_\_

**HEARD:** Full Name – text of the report attached

**SPOKE:** Full Name – brief summary of the speech

**VOTING RESULTS:**

"For" – \_\_\_\_\_ votes

"Against" – \_\_\_\_\_ votes

"Abstained" – \_\_\_\_\_ votes

**RESOLVED:**

1. Approve ...
2. ...

**Chairman of the Academic Council** \_\_\_\_\_

**Academic Secretary** \_\_\_\_\_

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