

**Approved by the
Decision of the Management
Board of Abylkas Saginov Kara-
ganda Technical University
NPJSC
(Minutes No.1 dated September,
2021)**

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

1 Field of application

The present Regulations on the Academic Council establishes the main tasks, functions, composition, structure, powers, organization and work procedure of the Academic Council. The Regulations on the Academic Council is included in the set of documentation of the quality management system of Non-Commercial Joint Stock Company “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as the Company).

2 Responsibility and authority

Responsibility and authority for the development of the Regulations on the Academic Council, its coordination, approval, registration, enactment shall be distributed as follows:

2.1. The Academic Secretary is responsible for the development of the Regulations on the Scientific Council, namely its content, structure, design and implementation.

2.2. Provisions on the Academic Council are coordinated with the quality management representative (QMR), the head of the LS, the chairman of the trade union committee of the teaching staff and employees.

2.3. The decision on the final version of the draft Provisions on the Academic Council is taken by the quality management representative (QMR), which is noted in the “Approval sheet”.

2.4. The Academic Secretary prepares the original of the draft Provisions on the Academic Council and prepares a draft order for approval and implementation of the document, collects approving signatures.

2.5. The Regulation on the Academic Council is approved by the decision of the Management Board of NJSC “Karaganda Technical University”.

2.6. The Academic Secretary submits the approved Provisions on the Academic Council for registration to the Department of Administrative Affairs.

3 General rules

3.1. The Academic Council is one of the forms of collegial management of NJSC “Karaganda Technical University”, which carries out the general management of the HEI;

3.2. In its activity the Academic Board is governed by the legislature of the Republic of Kazakhstan, Standard Rules for the activity of the Academic Board of a higher education institution and procedure of its election approved by the Order No. 574 of the acting Minister of Education and Science of the RK dated 22 November 2007, and by the Charter of the University;

3.3. Activity of the Academic Council is based on publicity of panel discussions of the questions which are within its competence.

4. Members, Structure and Procedure of Electing

4.1. Members, Structure and Procedure of Electing the Academic Council

4.1.1. The Academic Council consists of the Chairman of the Board - Rector, members of the Board, Department Directors, deans of faculties, heads of departments, heads of structural divisions, representatives of the teaching staff, student and public organizations, leading scientists, master students and students;

4.1.2. The members of the Academic Council are elected at the general meeting of the University by open voting;

4.1.3. Members of the Academic Council are elected for a period of 3 years and includes an odd number of its members; as necessary, by a decision of the general meeting, separate changes may be made to its composition.

4.1.4. The personal composition of the Academic Council is approved by the order of the Chairman of the Board - Rector of the University;

4.1.5. The chairman of the Academic Council is the Rector of the University who presides at the meetings and follows up on execution of decisions of the Board. The chairman appoints a vice-chairman who performs the offices of the chairman in case of his absence;

4.1.6. Records management of the Academic Council and organizational support of the work shall be assigned to the Academic Secretary appointed by the Academic Council;

4.1.7. The Academic Council has the right to create commissions on various directions of the university's activity;

4.1.8. The Academic Council is entitled to make decisions if a panel session is attended by at least 2/3 of its members. Presence of the Board members at the session is verified by their personal signature in the attendance list;

4.1.9. Decisions of the Academic Council are made by open voting of its attending members. The Academic Council can make decisions on some issues by secret voting procedure. For the purpose of conducting a secret voting procedure, the Board forms a counting board consisting of at least 3 persons;

4.1.10. The decision of the Academic Council is considered adopted if more than half of the present council members voted for it; the decision of the council comes into force after their approval by the rector of the university;

4.1.11. Sessions of the Academic Council are registered by minutes that are signed by the chairman and the academic secretary of the Board;

4.1.12 Sessions of the Academic Council are conducted at least once a month during an academic year in accordance with the approved work plan;

If necessary, meetings of the Academic Board are held unscheduled.

4.2. Main tasks of the Academic Council:

4.2.1. Management of university activities to ensure the quality of educational services in accordance with the requirements of state mandatory standards;

4.2.2. Ensuring the implementation of state programs in the field of education and science.

4.3. Within the framework of its competence, the Academic Council shall perform the following functions:

4.3.1. Consideration of issues and decision-making on scientific, educational, methodological and educational activities;

4.3.2. Consideration of the perspective plan for the development of teaching and laboratory and scientific laboratory facilities;

4.3.3. Consideration and approval of perspective plans and programs of university development in the main directions of teaching, research, educational work and international relations;

4.3.5. Making proposals to change the structure of the university;

4.3.6. Consideration of issues related to awarding academic titles to teaching and research staff;

4.3.7. Review and approval of internal regulations;

4.3.8. Decision-making on all issues of the organization of the educational process;

4.3.9. Consideration of issues related to the implementation of the University's Strategic Development Plan;

4.3.10. Consideration of the main issues and making decisions on the social development of the university;

4.3.11. Summarizing the results of the University's activities for the past academic year;

4.3.12. Periodic review of reports on academic, research and educational work of the Society;

4.3.13. Consideration of reports on the activities of other structural subdivisions within the Company;

4.3.14. Consideration of educational programs of higher and postgraduate education in accordance with the state obligatory standards of education for approval by the Management Board of the Company;

4.3.15. Approval of the thematic plan of publications of educational, methodological and scientific literature;

4.3.16. Approval of topics and scientific supervisors-advisors of master's and doctoral students on dissertation research;

4.3.17. Consideration of issues of awarding academic titles to the teaching and research staff of the University;

4.3.18. Considering submissions for awarding Honorary titles, state and departmental awards, personal scholarships, recommendations for participation in competitions; awarding academic, honorary titles and awards of the Society, personal scholarships of the Society;

4.3.19. Approval of the rules of rating assessment of the university faculty activity;

4.3.20. Making decisions on the transfer of students from paid training to educational scholarships;

4.3.21. Solving issues of social protection of students and employees;

4.3.22. Discussion of the results of student body formation;

4.3.23. Consideration of other issues requiring collective decisions.