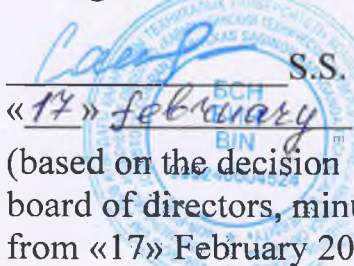


NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page1 from9
--	---	--

Approve
chairman of the board – rector of
the NPJSC «Abylkas Saginov
Karaganda Technical University»

 S.S. Sagintayeva
«17» February 2025.
(based on the decision
board of directors, minutes No. 2
from «17» February 2025)

PROVISION

ABOUT THE SCIENTIFIC COUNCIL

PVD II-13-2025

Karaganda

Unauthorized copying of the document is prohibited.

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page2 from10
--	---	---

Content

1	Scope of application	3
2	Responsibility and authority	3
3	General provisions	3
4	Description	4
5	Coordination, approval and implementation	6
6	Ensuring accessibilityregulatory documentation	6
7	Storage	6
8	Analysis and updating	6
9	Making changes to a document	6
	Appendix A Form of the meeting plan of the academic council	7
	Appendix B Approval Sheet	8
	Appendix B Familiarization Sheet	9

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page3 from10
--	---	---

1 Scope of application

This provision on the academic council establishes the main tasks, functions, composition, structure, powers, organization and procedure of work of the academic council. The provision on the academic council is included in the set of documentation of the quality management system of the non-profit 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 provision on the academic council, its coordination, approval, registration, and entry into force are distributed as follows:

2.1. The academic secretary is responsible for the development of the provision on the academic council, namely for its content, structure, design and implementation.

2.2. The provisions on the academic council are agreed upon with the head of the LS, the chairman of the trade union committee of the teaching staff and employees.

2.3. The academic secretary prepares the original draft of the provisions on the academic council and collects the approving signatures.

2.4. The provision on the academic council is approved by the decision of the board of the NPJSC «Abylkas Saginov Karaganda Technical University».

2.5. The academic secretary submits the approved provisions on the academic council to the department of administrative affairs for registration.

3 General Provisions

3.1. The academic council is a collegial governing body of the non-profit joint-stock company «Abylkas Saginov Karaganda Technical University»;

3.2. In its activities, the academic council is guided by the legislation of the Republic of Kazakhstan, the model rules for the activities of the academic council of a higher education Institution and the procedure for its election, approved by the order of the acting minister of education and science of the Republic of Kazakhstan dated November 22, 2007 No. 574, the charter of the company, the corporate governance code of NPJSC «Abylkas Saginov Karaganda Technical University»;

3.3. The activities of the academic council are based on the openness of collective discussion of issues within its competence.

4 Description

4.1. Composition, structure and procedure for electing the academic council

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page4 from10
--	---	---

4.1.1. The academic council includes the chairman of the board - the rector, members of the board, directors of departments, deans of faculties, heads of departments, heads of structural divisions, representatives of the teaching staff, student and public organizations of the university;

4.1.2. Members of the academic council are elected at the general meeting of the Society by open voting;

4.1.3. The academic council is elected for a term of 3 years and consists of an odd number of members; if necessary, individual changes may be made to its composition by decision of the general meeting of the academic council.

4.1.4. The personal composition of the academic council is approved by order of the chairman of the board – rector of the society;

4.1.5. The chairman of the academic council is the chairman of the board – the rector of the society. The chairman appoints a deputy chairman, who acts as the chairman in his/her absence;

4.1.6. To organize the preparation of issues discussed at the academic council, control over the implementation of decisions taken, generalize experience and develop proposals for improving the forms and methods of work of the council, an academic secretary is appointed from among its members by order of the head of the executive body of the society. The term of office of the academic secretary is 3 years;

4.1.7. The academic council has the right to form commissions for various areas of the university's activities;

4.1.8. The academic council is authorized to make decisions if at least 2/3 of its members are present at the meeting. Meetings of the academic council may be held via video conference. The attendance of the council members at the meeting is confirmed by their personal signature on the attendance sheet or by the attached list of members of the academic council present at the meeting;

4.1.9. The decisions of the academic council are made by open voting of the members present. On certain issues, the academic council may make decisions by secret voting. To conduct a secret vote, a counting commission of at least 3 people is formed;

4.1.10. The decision of the academic council is considered adopted if more than half of the members of the council present vote for it; the decision of the council comes into force after its approval by the rector of the university;

4.1.11. Meetings of the academic council are recorded in minutes, which are signed by the chairman and the academic secretary of the council;

4.1.12. 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 are held unscheduled.

4.2. The main tasks of the academic council:

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

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page 5 from 10
--	---	---

4.2.2. Creation of the necessary conditions for students and the university faculty in order to successfully implement professional educational programs;

4.2.3. Promoting the further development of the university in its areas of activity.

4.3. Within the scope of its competence, the academic council carries out the following functions:

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

4.3.2. Consideration of the long-term plan for the development of educational, laboratory and scientific laboratory facilities;

4.3.3. Review and approval of long-term plans and programs for the development of the university in the main areas of educational and methodological, research, and educational activities and international activities;

4.3.5. Consideration of issues of assigning academic titles to the teaching and research staff;

4.3.6. Review and approval of internal provisions;

4.3.7. Acceptance decisions on all fundamental issues of organizing educational, research, international, economic and other activities of the university;

4.3.9. Preliminary consideration of issues related to the implementation of priority (strategic) areas of academic, scientific, social and educational activities of the Society, referred by the charter and/or legislation of the Republic of Kazakhstan to the exclusive competence of other bodies of the society;

4.3.10. Consideration of key issues and decision-making on the social development of the university;

4.3.11. Summing up the results of the university's activities for the past academic year;

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

4.3.13. Review of reports on the activities of other structural divisions that are part of the company;

4.3.14. Preliminary consideration educational programs of higher and postgraduate education in accordance with state compulsory educational standards;

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

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

4.3.17. Consideration of issues of assigning academic titles to the university's teaching and research staff;

4.3.18. Consideration of applications for the assignment of honorary titles, state and departmental awards, personal scholarships, recommendations for participation in competitions; assignment of academic, honorary titles and awards of the society, personal scholarships of the Society;

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page6 from10
--	---	---

4.3.19. Making decisions on the transfer of students from fee-based education to educational grants;

4.3.20. Solutions to issues of social protection of students and employees;

4.3.21. Discussion of the results of the formation of the student contingent;

4.3.22. Review and approval of internal regulatory documents in accordance with the classifier of Internal provision documents of the company, approved by the board of directors;

4.3.23. Consideration of other issues related to the activities of the university and requiring a collegial decision.

5 Coordination, approval and implementation

The approval of this provision on the academic council is carried out with the head of the LS, the chairman of the trade union committee of the teaching staff and employees and is drawn up in the «Approval Sheet» (Appendix A).

6 Ensuring accessibility

Ensuring the availability of the Regulation on the academic council is carried out in accordance with DP X-01.

7 Storage

Storage of the provision on the academic council is carried out in accordance with DP X-01.

8 Analysis and updating

The analysis and updating of the provision on the academic council is carried out in accordance with DP X-01.

9 Making changes to a document

Amendments to the provision on the academic council are made as necessary and must be documented.

Amendments to the provision on the academic council are made in accordance with the requirements of DP X-01.

The academic secretary is responsible for making changes to the original.

F.PVD-II-13-01

Form of the meeting plan of the academic council

SCHEDULE OF WORK OF THE ACADEMIC COUNCIL for the 20__/20__ academic year

[illegible]

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision about the Academic Council	PVD II-13-2025 Version 01 Date 2025.02.05 Page8 from10
--	---	---

--	--	--	--

Appendix B (required)

F.02-2022

Familiarization sheet

[illegible]