

NPJSC “Abylkas Saginov Karaganda Technical University”	Regulation on the Scientific and Methodological Council	IDR V-12-2025 Version 01 Date 2025.09.19 Page 1 of 8
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APPROVED

By the Decision of the Board

NPJSC “Abylkas Saginov

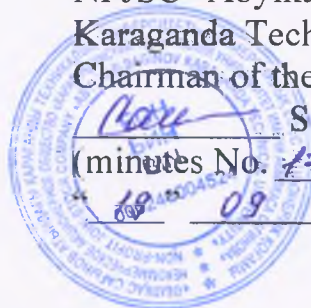
Karaganda Technical University”

Chairman of the Board -Rector

S. Sagintayeva

(minutes No. 17 dated

19.09 2025)



**REGULATION
ON THE SCIENTIFIC AND METHODOLOGICAL COUNCIL
NPJSC “ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY”**

IDR V-12-2025

Karaganda

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1 Scope of Application

This Regulation on the Scientific and Methodological Council (hereinafter – the SMC) at NPJSC "Abylkas Saginov Karaganda Technical University" (hereinafter – the University) defines the procedure for organizing activities, including the election of SMC members, which is a permanent advisory body intended for organizing and controlling the quality of educational and scientific-methodological work at the University faculties.

2 General Provisions

2.1 This Regulation defines the status and powers of the Scientific and Methodological Council of the University and is developed in accordance with the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 157 dated 01.04.2025 "On Approval of Model Rules for the Organization of Collegial Governing Bodies in Higher and (or) Postgraduate Educational Organizations".

2.2 In its activities, the SMC is guided by the provisions of the Law of the Republic of Kazakhstan "On Education," the Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan," the State Mandatory Standards for Higher and Postgraduate Education of the Republic of Kazakhstan (Order of the Minister of Science and Higher Education dated July 20, 2022, No. 2), the "Model Rules for the Activities of Educational Organizations of Relevant Types" (Resolution of the Government of the Republic of Kazakhstan dated October 30, 2018, No. 595), the "Rules for Organizing the Educational Process Based on Credit Technology" (Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152), regulatory documents, the Charter of the University, the Academic Policy of NPJSC "Abylkas Saginov Karaganda Technical University," and this Regulation.

3 Main Directions of Activity of the Scientific and Methodological Council

The main directions of activity of the SMC are:

3.1 Organizing, conducting, and controlling activities aimed at summarizing and disseminating advanced pedagogical experience and informatization of education;

3.2 Analyzing the impact of organizing educational-methodological and scientific-methodological work on the current academic performance of students;

3.3 Controlling the development of methodological support for students' independent work;

3.4 Developing methodological support for the annual formation of student contingents considering their profile, preparation level, and capabilities;

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3.5 Monitoring the provision of the educational process with textbooks and scientific-methodological developments;

3.6 Developing and implementing educational and scientific-methodological documentation on new teaching technologies, including credit and distance learning technologies;

3.7 Organizing scientific project competitions, scientific-methodological developments, and implementing their results in production and the educational process;

3.8 Conducting marketing research to create a database for forecasting demand for specialists in existing and prospective fields of study;

3.9 Reviewing textbooks and educational manuals;

3.10 Proposing improvements to regulatory legal documents, classification of higher and postgraduate education specialties, and state mandatory education standards;

3.11 Implementing modern educational-methodological, scientific-methodological, didactic materials, and software for automated learning systems, information support systems, library information systems, and Massive Open Online Courses (MOOC);

3.12 Reviewing and implementing innovative, new educational programs;

3.13 Implementing virtual laboratories into the educational process;

3.14 Participating in preparing draft model academic programs;

3.15 Reviewing working curricula and academic programs according to state mandatory educational standards;

3.16 Analyzing the quality of teaching and students' academic achievements;

3.17 Organizing and conducting thematic scientific and scientific-methodological seminars, conferences, webinars, and meetings to improve educational and scientific-methodological work;

3.18 Organizing, coordinating, and analyzing the content and form of scientific research and scientific-methodological work of students, master's students, and doctoral candidates.

4 Main Tasks of the Scientific and Methodological Council

The main tasks of the SMC are:

4.1 Planning and recommending the publication of textbooks, teaching aids, and other materials published by the University;

4.2 Summarizing and disseminating advanced experience in organizing and improving educational and scientific-methodological work at the University;

4.3 Preparing recommendations for implementing development results into the educational process;

4.4 Coordinating the educational-methodological work of the University;

4.5 Controlling the organization of work to implement new and improve existing

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educational technologies, methods, and tools at the University;

4.6 Coordinating work to improve the scientific-methodological potential of the teaching staff;

4.7 Developing proposals on education development issues and forming priority directions for implementation;

4.8 Participating in the certification of University staff.

5 Procedure for Election and Operation of the Scientific and Methodological Council

5.1 The SMC is formed based on the decision of the Commission for the Formation of Collegial Bodies.

5.2 The number of SMC members is determined based on the tasks but cannot be less than seven; the composition must be an odd number and elected for a term of 1 to 3 years.

5.3 The personal composition of the SMC is approved by the order of the Chairman of the Board - Rector of the University.

5.4 The Chairman and Deputy Chairman of the SMC are elected by majority vote from among the members. In the absence of the Chairman, the Deputy performs his duties.

5.5 The Chairman reports once a year to the Scientific and Methodological Council on its activities.

5.6 A secretary is elected by open voting from among the SMC members.

5.7 The Council's work is conducted according to a work plan adopted at the SMC meeting and approved by its Chairman.

5.8 Meetings are held according to the Council's work plan.

5.9 Recommendations/approvals are adopted by majority vote of the members present and recorded in minutes. The minutes and decisions are signed by the Chairman and Secretary of the SMC.

5.10 The SMC is considered quorate if at least two-thirds of its members participate.

5.11 Each member must attend all meetings, actively participate, and promptly and accurately perform assigned tasks.

6 Coordination, Approval, and Implementation

This Regulation is approved by the University Board.

Coordination is carried out with the Quality Management Representative (QMR) and documented in the “Coordination Sheet”.

The effective date of the document is the date of its approval/coordination. The document enters into force upon approval.

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7 Ensuring Accessibility

Provision of copies of this Regulation to departments is ensured by posting it on the website.

8 Storage

Storage of this Regulation is carried out in accordance with DP X-01-22.

9 Analysis and Updating

Review, analysis, and updating of this Regulation are performed in accordance with DP X-01-22.

10 Amendments

Amendments to this Regulation are made in accordance with DP X-01-22.

Appendix A
(mandatory)Acknowledgment Sheet of Scientific and Methodological Council Members
F.01-2022

no amendment!

Position	Full Name	Date	Signature
Board Member - Vice Dean	Nussupbekov A.D.		
DAA dean	Kurmashova B.		
Head of Office Registrar	S. Samashev		
Head of the CPD	Bekdymenov T.E.		
Chairman of CQA FTLE	Abayeva N.		
Chairman of CQA FIM	Nokina Zh.		
Chairman of CQA FIT	Kapzhapparova D.		
Chairman of CQA FEAT	Aldoshina O.V.		
Chairman of CQA ACF	Dadigeva M.		
Chairman of CQA FM	Khannanov R.		
Associate Professor of TEMFS	Kyzyrov K.		
Professor of the Department of GEMO	Portnov V.		
Learning and Development	Pankov A.		
Methodologist DAA	Temirgali A.		
Ph.D student	Zhumabekov A.		
Professor of the Department of CNT	Rakhimov M.		
Student	Tilesh A.		

F.02-2022

[illegible]