

Educational Institution "Alikan Bokeikhan University"		
Level 3 QMS document	Edition No. 3 dated 17.09.2021	P.01.09/2021
Position	instead of version No. 2 dated 28.05.2019 г.	

**POSITION
ABOUT THE FACULTY COUNCIL
P.01.09/2021**

**Semey
2021**

Foreword**1. DESIGNED**

Vice-Rector for UMR

Zharykbasova K.S.

«15» 09 2021 y

2. AGREED

Legal advisor

Danilov A.A.

«15» 09 2021 y

3. RECOMMENDED

Educational and Methodological Council of the University for intrauniversity use
Protocol № 1 from «17» september 2021 г.

4. APPROVEDRector of the University  Sh. Kurmambayeva

INTRODUCED TO REPLACE P.01.09/2019



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1. AREA OF USE

This regulation establishes the structure, functions, field of activity and organization of the work of the Faculty Council of the EE "Alikhan Bokeikhan University".

2. REGULATORY REFERENCES

When developing this provision, the following normative documents were used:

1. Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III.

2. Model rules for the activities of the Academic Council of a higher educational institution and the procedure for its election, approved by order of the acting Minister of Education and Science of the Republic of Kazakhstan dated November 22, 2007 N 574.

3. GENERAL PROVISIONS

3.1. The faculty council is one of the forms of collegial management of the faculty.

3.2. In its activities, the faculty council is guided by the legislation of the Republic of Kazakhstan, these Rules, as well as the charter of a higher educational institution (hereinafter referred to as the university).

3.3. The activity of the faculty council is based on publicity and collective discussion of issues within its competence.

3.5. The tasks of the Faculty Council are:

- organizing the activities of the team to solve urgent problems related to ensuring the high quality of training in accordance with the requirements of the modern labor market;

- improvement of educational, methodical, research and educational work;

- fulfillment of strategic tasks and solution of current issues for the development of the faculty.

3.6. The Council determines the main directions and prospects for the activities of the departments of the faculty, identifies ways and methods to improve their work, and monitors the implementation of decisions made.

4. COMPOSITION OF THE COUNCIL.

4.1. The personal composition of the members is approved by the dean at a meeting of the Faculty Council. The term of office of the Council is three years and consists of an odd number of members. As necessary, by decision of the general meeting, individual changes may be made to its composition.

4.2. The chairman of the Council (hereinafter referred to as the chairman) is the dean of the faculty. The Chairman appoints the Vice Chairman. In the absence of the chairman, his duties are performed by the deputy. The Chairman organizes

the work of the Council and ensures its activities in accordance with the legislation of the Republic of Kazakhstan and these Regulations.

4.3. The members of the Council are the deputy dean, heads of departments, leading teachers and students of the faculty. The Council may include heads of research organizations, scientists, representatives of organizations, institutions and enterprises of various forms of ownership.

4.4. Members of the Council are elected at the general meeting of the faculty by secret ballot. The Secretary is elected by the Council and is responsible for the administration of the Council's business.

4.5. In case of dismissal (expulsion) from the University of a member of the Faculty Council, he automatically leaves the Council.

4.6. To carry out the operational activities of the Council from among its members, as well as by involving employees on a voluntary basis, working commissions of the Council are formed. The composition of the working commission is included in the work plan of the Council. The functions of the working commission include the preparation of questions on the relevant areas of the faculty for their subsequent consideration at a meeting of the Council and decision-making on all issues of organizing educational, educational, research and economic activities of the faculty.

5. MAIN ACTIVITIES OF THE COUNCIL

5.1. The Council makes decisions on all the most important issues of organizing the educational process at the faculty:

- development of strategy and tactics of development, determination of the main directions of activity of the structural divisions of the faculty;
- organizing and conducting current monitoring of progress, intermediate, final certification of students;
- analysis of the results of the intermediate and final certification of students;
- a petition to the University Council for the provision of educational and scientific internships, sabbaticals;
- recommendation for the publication of scientific developments provided by the staff of the departments of the faculty;
- listening to reports on the scientific, pedagogical and research work of departments, reports of undergraduates and doctoral students;
- discussion of annual and strategic plans for the development of the faculty;
- periodic review of the reports of the departments of the faculty on the results of educational, methodological, research, educational and career guidance work;
- organization of mass cultural, sports and other public events for the teaching staff and students;
- consideration of other issues related to the activities of the departments of the faculty.

5.2. Decisions of the Council are documented in minutes, which are signed by the chairman and secretary of the Council.

6. ORGANIZATION OF THE WORK OF THE COUNCIL

6.1. The Council organizes its work on the basis of the approved work plan for the academic year.

6.2. Council meetings are held at least once a month in accordance with the approved work plan for the corresponding academic year.

6.3. Meetings of the Council are valid if they are attended by at least 2/3 of its members. The member of the Council must inform the chairman in advance about the impossibility to attend the meeting for a good reason.

6.4. Decisions of the Council are considered adopted if the majority of the members of the Council present at the meeting voted for them.

6.5. The decisions made are brought to the attention of employees and students.

6.6. To prepare for the consideration of the issues on the agenda of the Council, no later than 10 days before the meeting, the speaker submits the issue to the meeting of the commission determined by the work plan of the Council, for the purpose of preliminary listening and preparing a draft decision on this issue.

6.7. Decisions of the Council come into force after they are signed by the dean of the faculty - the chairman of the Council.

6.8. The meeting of the Council is documented in minutes (F 01-P.01.04/2021), which is signed by the Chairman and Secretary of the Faculty Council. The Chairman of the Faculty Council organizes a systematic verification of the implementation of the decisions of the Council and informs the members of the Council about the implementation of the decisions taken.

Form F 01- П.01.04/2021

Alikhan Bokeikhan University
факультеті

Alikhan Bokeikhan University
Faculty

ХАТТАМА

PROTOCOL

№ _____

№ _____

« ____ » _____ 20 ____ ж

« ____ » _____ 20 ____ y

Time and place: _____

Chairman - full name

Members of the Faculty Council:

total - _____, attended - _____ people (list attached)

AGENDA

1. _____

2. _____

3. _____

.....

1. LISTENED:

FULL NAME. (text of the report is attached) _____

PERFORMED:

FULL NAME. - A summary of the speech.

FULL NAME. –

RESOLVED:

1. _____

2. _____

3. _____

.....

The decision was adopted unanimously.

Chairman of the board _____
(signature) (signature transcript)

Secretary _____
(signature) (signature transcript)

