

ALIKHAN BOKEIKHAN UNIVERSITY		
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Regulation	instead of the revision No. 6 of 28.06.2019	

**REGULATION
ON THE ACADEMIC COUNCIL**

Semey
2021

АЛҒЫСОЗ

1. ӘЗІРЛЕНДІ

«Alikhan Bukeikhan University»

2. КЕЛІСІЛДІ

Ректор аппаратының жетекшісі

Курманбаева Ж.А. «08» 08 2021 ж.

ОӘЖ жөніндегі проректор

Жарықбасова К.С. «03» 08 2021 ж.

Қызметкерлермен жұмыс жөніндегі бөлім басшысы

Каженова Г.Г. «08» 09 2021 ж.

Зан қызметі бөлімінің басшысы, зангер

Данилов А.А. «08» 08 2021 ж.

3. БЕКІТІЛДІ

07.09.2021 ж. Ғылыми кеңес шешімімен

Ректор

Курманбаева Ш.А.

«07» 09 2021 ж.

4. E.07.18/2019 ОРНЫНА БҢГІЗІЛДІ



1. General regulations

1.1 The Regulation on the Academic Council (hereinafter referred to as the Regulation) establishes the structure, functions, scope of activity and organization of the work of the Academic Council of Alikhan Bokeikhan University (hereinafter referred to as the Academic Council).

1.2 This Regulation has been developed in accordance with paragraph 9 of Article 44 of the Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education", Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated November 22, 2007 No. 574 "On approval of the Standard Rules of the activity of the Academic Council of a higher educational institution and the procedure for its election".

1.3 The Academic Council is one of the forms of collegial management of Alikhan Bokeikhan University.

1.4 In its activities, the Academic Council is guided by the legislation of the Republic of Kazakhstan, this Regulation, as well as the Charter of the University.

1.5 The activity of the Academic Council is based on the publicity of collective discussion of issues within its competence.

1.6 The objectives of the Academic Council are:

- 1) creating the necessary conditions for students and teaching staff of Alikhan Bokeikhan University in order to successfully implement professional educational programs;
- 2) providing financial support, strengthening the material and technical base of Alikhan Bokeikhan University;
- 3) contributing to the further development of Alikhan Bokeikhan University.

2 Composition of the Academic Council

2.1 The Academic Council is created by the order of the Rector of Alikhan Bokeikhan University.

2.2 The Academic Council consists of: the rector, the head of the rector's office, vice-rectors, deans of faculties, heads of departments, representatives of the teaching staff, heads of structural divisions of the university.

2.3 The Academic Council consists of representatives of the student community from among students of all levels of the university's educational programs.

2.4 The composition of the Academic Council is elected for a term of 3 years and consists of an odd number of members. As necessary, individual changes may be made to its composition by the decision of the general meeting.

2.5 Members of the Academic Council are elected at the general meeting of the University by secret ballot.

2.6 The Chairman of the Academic Council (hereinafter referred to as the Chairman) is the Rector of the University. The Chairman organizes the work of the Academic Council and ensures its activities in accordance with the legislation of the Republic of Kazakhstan and this Regulation.

2.7 The Chairman appoints the Deputy Chairman, who performs his duties in case of absence.

2.8 The Secretary is elected by the Academic Council and is responsible for the record keeping of the Academic Council.

3 Competence of the Academic Council

3.1 The competence of the Academic Council includes:

- 1) approval of the university structure;
- 2) introduction of amendments and additions to the Charter of the University;
- 3) creation, reorganization and liquidation of educational and scientific departments of the university (laboratories, departments, faculties (institutes) and others);

- 4) definition of the university development concept;
- 5) decision-making on all fundamental issues of the organization of the educational, research and economic activities of the university;
- 6) listening to the annual reports of the rector, vice-rectors, heads of structural divisions and on the forms and methods of conducting academic, research, educational, financial, economic, informational and international activities;
- 7) consideration and recommendation of textbooks, teaching aids and educational and methodological developments for publication;
- 8) making a decision on transferring students from a paid department to an educational grant and to study in the form of an external course;
- 9) approval of topics and scientific supervisors-consultants of master's and doctoral students on dissertation research;
- 10) organization of control of financial and economic activities of the university;
- 11) determination of the procedure for the use of extra-budgetary funds, as well as directions for reinvesting the income received by the university through the provision of paid educational services and the sale of manufactured products;
- 12) approval and awarding of academic and honorary titles, personal scholarships and prizes;
- 13) consideration of issues on the presentation of university staff, creative teams to government awards and honorary titles.

3.2 The competence of the Academic Council includes other issues of the university's current activities that require a collegial decision.

4 The procedure for organizing the work of the Academic Council

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

4.2 Meetings of the Academic Council are held at least once a month in accordance with the approved work plan for the corresponding academic year.

4.3 Extraordinary meetings of the Academic Council may be convened on the proposal of the Chairman of the Academic Council, his deputy, or at the request of at least one third of the list of members of the Academic Council.

4.4 Meetings of the Academic Council are valid if at least 2/3 of its members are present at them.

4.5 A member of the Academic Council must inform the Secretary of the Academic Council in advance about the inability to attend the meeting for valid reasons. In case of systematic absence of a member of the Academic Council for disrespectful reasons at the meetings, the perpetrator may be excluded from its membership by the decision of the Academic Council.

4.6 Meetings of the Academic Council can be held online for the discussion, consideration and decision-making on some urgent and technical issues.

4.7 The planned materials prepared for the meeting (materials on the agenda and the draft resolution) are submitted to the academic secretary signed by the responsible executors no later than 5 (five) days before the meeting of the council in paper and electronic form.

4.8 The draft resolution and the prepared materials on the agenda are reported by the Academic Secretary to the Chairman of the Academic Council for approval. If necessary, the materials are returned to the performers for revision, which must be completed no later than 3 (three) days before the meeting of the Academic Council.

4.9 In case of failure to meet the deadline for submission of necessary documents and materials, the Academic Secretary has the right to apply to the Chairman of the Academic Council to withdraw the issue from the agenda.

4.10 Prior to the meeting, the Academic Secretary distributes materials on the agenda to

the members of the Academic Council for familiarization and making proposals and additions.

4.11 At the meeting of the Academic Council , the following rules are established for the performance:

- 1) for the main report on the issue - up to 10 minutes;
- 2) to speak on a question to a member of the working group - up to 5 minutes;
- 3) to speak in the debate - up to 3-5 minutes.

4.12 The decisions of the Academic Council are considered adopted if the majority of the members of the Academic Council present at the meeting voted for them.

4.13 The decisions of the Academic Council are drawn up by a protocol, which is signed by the Chairman and Secretary of the Academic Council.

5 Execution of decisions of the Academic Council

5.1 Decisions of the Academic Council are obligatory for all responsible persons.

5.2 Responsible persons at least 1 (one) time a year report to the Academic Council on the implementation of decisions.

5.3 For failure to implement or untimely implementation of decisions made by the Academic Council, the responsible persons, if found guilty are subject to disciplinary liability.