

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF
KAZAKHSTAN
KAZAKH-AMERICAN FREE UNIVERSITY**

«APPROVED»

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**REGULATIONS ON THE ACADEMIC COUNCIL OF THE KAZAKH-
AMERICAN FREE UNIVERSITY**

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1 General Provisions

1.1 Present Regulations on the Academic Council (hereinafter referred to as the Regulations) of the Kazakh-American Free University establishes the requirements for administrative and legal consolidation of the Academic Council of its status, organizational structure, powers (rights) and responsibilities at the Kazakh-American Free University (hereinafter referred to as the University). The regulation was developed in accordance with paragraph 9 of article 44 Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, by the Law of the Republic of Kazakhstan "On Education", "On Science" of February 18, 2011 and "Standard Rules of Activity of the Academic Council of a Higher Educational Institution and the Procedure for its Election" of December 13, 2007 (No. 538).

1.2 The Academic Council of the University is a form of collegial management of University.

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

1.4 The activity of the Academic Council is based on transparency, collective discussion of issues within its competence.

1.5 The Academic Council organizes its work on the basis of an approved plan developed for the corresponding academic year.

1.6 The Academic Council is elected for a 3-year term and consists of an odd number of members. Individual changes can be made to its cast as necessary.

2 Main Tasks and Competencies of Academic Council of the University

2.1 The main tasks of the Academic Council are:

- creating the necessary conditions for students and teaching staff of the University in order to successfully implement professional training programs;
- providing financial support, strengthening the material and technical facilities of the University;
- assistance to the further development of the University.

2.2 Competences of the Academic Council are:

- approval of the changes and additions made to the University structure;
- determination and submission of proposals to the meetings of the University staff on the adoption of amendments and additions to the University Charter;
- creation, reorganization and / or termination of the University's academic and research units (departments, centers, laboratories, faculties, etc.);
- defining the concept, approving the University's policy and development goals;
- approval of the University's symbols;
- determining the order of establishment and operation, cast and powers of Academic Councils of faculties;
- making decisions on all fundamental issues related to the organization of educational, research and economic activities, training of scientific and pedagogical personnel;

- hearing annual reports of the President on the activities of the University, Vice-Presidents, Heads of structural units and other officials on the directions, forms and methods of conducting educational, research, financial, economic, informational, international and other types of activities;
- review and recommend the publication of textbooks and manuals, as well as educational and methodological works;
- making a decision on transferring students to an educational grant and to study in the form of an external course;
- approval of topics and scientific supervisors-consultants of undergraduates and doctoral students in dissertation research;
- organization of control over the financial and economic activities of the University, formation and use of funds from University centralized funds;
- determining the procedure for using extra-budgetary funds, as well as directions for reinvesting income received in accordance with the established procedure through the provision of paid additional educational services, as well as the sale of manufactured products, works and services;
- approval and awarding of honorary titles of the University, awarding of memorable University certificates;
- consideration of issues related to the submission of University employees and creative teams to government awards and honorary titles;
- nomination for awards and scholarships, recommendations for participation in competitions for election to full members and corresponding members of the Academy of Sciences, "Best University Teacher", etc.;
- establishing the structure and volume of admission of first-year students to study at the expense of extra-budgetary funds;
- approval of Regulations on the current control of knowledge, on midterm certification, on the procedure for assigning students to scholarships, and other Regulations and Rules;
- approval of the working curriculum, academic calendars, and schedule of the educational process (terms of training sessions, internship sessions) and making changes to them;
- solving issues related to the development strategy of the University scientific activities;
- approval of priority scientific directions of the University's activities, hearing the heads of structural units of the University about the results of fundamental and applied research;
- solution of issues related to the development strategy of the educational process: opening up new areas (majors), systems and technologies for training specialists; personnel and material support for the University educational activities; international relations in educational areas, solving other issues related to the formation of students' contingent;
- consideration, in accordance with the existing license, of proposals for admission control figures for the nomenclature of areas (majors) in which bachelor's degrees, specialists with higher professional education, graduates, PhD students are trained, together with retraining and advanced training of personnel;

- solving issues of attracting PhD students of the relevant field to scientific consulting;
- decisions on the terms of study in a higher educational institution for persons with secondary vocational education of the corresponding profile or higher vocational education of various levels, as well as persons who are able to fully master the main educational program of higher professional education in the form of an external course;
- making decisions on the development and improvement of scientific personnel training through master's and doctoral programs;
- approval of the Regulations on the procedure for forming thematic research plans on the assignment of the Ministry of Education and Science of the Republic of Kazakhstan, reporting on the implementation of research, on the database of research results;
- consideration of the application to the Ministry of Education and Science of the Republic of Kazakhstan for awarding the academic titles of professor and associate professor in various fields;
- consideration of the possibility of organizing training in basic and additional professional education programs applied for licensing;
- consideration of other issues of the University's current activities that require a collective decision.

3 Cast of the Academic Council

3.1 The Academic Council is created by order of the University President.

3.2 The Academic Council consists of the President, Rector, Vice-Presidents, Deans of faculties, Heads of structural units, as well as on the recommendation of the President we can include highly qualified specialists working at the University who have made a serious contribution to the development of the University and a specific field of knowledge at the international or national level.

3.3 The number of members of the Academic Council shall not exceed 51 persons. As necessary, the General meeting may make individual changes to its membership.

3.4 The Chairman of the Academic Council of the University is President of the Kazakh-American Free University.

3.5 The Vice-Chairman of the Academic Council is appointed by the Chairman of the Academic Council.

Deputy Chairman of the Academic Council is appointed by Vice-President for Academic Affairs and Educational Programs-performs the duties of the Chairman during his absence.

3.6 Other members of the Academic Council are elected at the general meeting of the University by secret ballot.

3.7 The Secretary is elected by the Academic Council and is responsible for maintaining the records of the Academic Council.

The Secretary prepares a reasoned submission to the Chairman of the Academic Council, on the basis of which the Order "On Changes in the Cast of the Academic Council" is issued.

The Secretary of the Academic Council has the right to:

- submit proposals to the Academic Council for improvement of the work related to the provisions of these regulations;
- participate in the discussion and resolution of issues related to the activities of the Academic Council;
- request information from the heads of structural divisions necessary for organizing the work of the Academic Council;
- use the services of the library, information collections of educational and scientific units of the Academy free of charge;
- receive organizational and logistical support and assistance from the management in the performance of their official duties and rights.

3.8 If a member of the Academic Council is dismissed (expelled) from the University, he / she is automatically dismissed from the Academic Council.

3.9 Changes in the cast of the Academic Council of the University in case of departure of the elected representative or his recall is carried out on the same principles as necessary and is announced by order of the President.

3.10 Early re-elections of the Academic Council of the University are held at the request of at least half of its members, as well as in case of non-certification of the University.

3.11 To carry out the operational activities of the Academic Council, working commissions of the Academic Council are formed from among its members, as well as by attracting employees on a voluntary basis.

3.12 the working Committee formed on presentation of the University President. The functions of the working committee include preparing issues related to the organization of educational, research and economic activities of the University for further consideration at the meeting of the Academic Council and making decisions.

4 Organization of the Work of the Academic Council

4.1 General Information

4.1.1 Meetings of the Academic Council are held in accordance with the approved work plan at least once a month, with the exception of the summer vacation period. If necessary, additional meetings of the Academic Council may be held.

4.1.2 The plan is submitted by the President for approval by the Academic Council. Each member of the Academic Council has the right to include questions in the draft work plan of the Academic Council.

4.1.3 The Academic Council's work plan for the next academic year is reviewed and approved at the last meeting of the Academic Council.

It is distributed to all members of the council.

4.1.4 The Chairman of the Academic Council organizes the work of the Academic Council and ensures its activities in accordance with the legislation of the Republic of Kazakhstan and this Regulation.

4.1.5 the Academic Council meetings may be attended by government agencies, public organizations, industrial workers, employees of relevant services and departments, etc. Decisions taken are brought to the attention of employees and students, and can be covered in the mass media, including the university newspaper.

4.1.6 Meetings of the Academic Council are valid if they are attended by at least 2/3 of the members of the Council. A member of the Academic Council must inform the Chairman of the Academic Council in advance if it is impossible to attend the meeting of the Academic Council for valid reasons. If a member of the Academic Council is absent for more than half of the meeting, the Chairman of the Academic Council has the right to apply to the Academic Council with a request to recall this member of the Academic Council and call new elections.

4.1.7 The agenda and rules of procedure are approved by a simple majority of votes of the members of the Council present.

4.1.8 Decisions are made on the agenda items of the Academic Council meetings (operative parts). A decision is considered adopted if more than 50% of the council members present at the meeting voted for it.

4.1.9 The decision of the Academic Council on awarding academic titles is made in accordance with the established procedure approved by the Academic Council of the University.

4.2 Procedure for Preparing Questions at the Meeting of the Academic Council

4.2.1 In order to prepare for consideration of the issues on the agenda of the Academic Council, the speaker submits the materials of his speech at the meetings of the commissions determined by the work plan of the Academic Council no later than 10 days before the meeting, with the aim of preliminary listening and preparing a draft decision on this issue.

4.2.2 The Chairman of the commission preparing the issue for consideration at the council meeting may express the opinion of the Commission when discussing this issue.

4.2.3 No later than 15 days before the meeting of the Academic Council, the Academic Secretary of the Council is given a report and a draft decision on the issue under consideration. In case of discrepancies on the draft decision of the commission and the speaker, the issue under consideration, prepared jointly by the speaker and the commission, may be discussed at a meeting with the President or Vice-Presidents.

4.2.4 When preparing questions for "Miscellaneous", it is necessary to approve the full package of documents from the Chairman of the Academic Council no later than 15 days before the meeting of the Academic Council.

4.3 Voting and Decision-Making Procedures

4.3.1 Voting may be open or secret. Secret voting is conducted in accordance with the established procedure approved by the Academic Council of the University.

4.3.2 Decisions are considered adopted if a majority of those present at the meeting voted for them (unless otherwise provided).

4.3.3 Decisions of the Academic Council come into force after they are signed by the Rector of the University – the Chairman of the Academic Council.

4.3.4 Decisions of the Academic Council on all issues of educational, economic and scientific activities are adopted by open voting and by a simple majority of votes.

4.3.5 Secret voting is held on the following issues:

- on early elections of the Academic Council of the University;
- about applying for the academic titles of associate professor and professor;
- other issues stipulated by the relevant regulations and other regulatory documents.

4.3.6 For conducting secret voting and counting its results, the Academic Council elects the counting commission consisting of three to five members of the Academic Council by open voting. Secret voting can be electronic voting. The Counting Commission elects a chairman from among its members. A member of the Academic Council cannot be included in the counting Commission if his / her candidacy is running. Each member of the Academic Council is issued one ballot paper for secret voting.

4.3.7 Ballots are issued in accordance with the attendance list of members of the Academic Council under the signature. At the end of voting, the counting commission opens the ballot box, determines the number of valid and invalid ballots, and counts the votes cast "for" and "against". The minutes of the counting commission on the results of secret voting are signed by all members of the counting Commission and read out at the meeting of the Academic Council. The minutes of the Counting Commission are approved by the Academic Council by a simple majority vote in open voting.

4.3.8 The Secretary of the Academic Council does not have the right to vote when voting and making decisions.

4.3.9 A meeting of the Academic Council is recorded by the Secretary of the Academic Council.

The minutes are signed by the Chairman and Secretary of the Academic Council.

4.3.10 Decisions adopted by the Academic Council are attached to the minutes. Decisions of the Academic Council on procedural issues should also be reflected in the minutes of the meeting.

4.3.11 The decision of the Academic Council is signed by the Chairman and Secretary of the Academic Council and communicated to the executors and members of the Academic Council within no more than one week.

4.3.12 Chairman or Vice-Chairman of the Academic Council organizes a systematic review of the implementation of decisions of the Academic Council and informs the members of the Academic Council about the implementation of the decisions taken.

4.4 Preparation of Materials for Academic Council Meetings

4.4.1 Materials prepared by the commission and individual performers for the meeting of the Academic Council may be of any form, based on the content of the issue under consideration and its scope. Except for those issues that require a specific list and content of documents (approval of plans, competition cases, etc.).

4.4.2 The volume of documents presented at the meeting of the Academic Council of the University, depending on its nature and scale, can be any.

4.4.3 Documents must meet the following general requirements:

- the content of the issue under consideration should be presented consistently, clearly, and concisely;
- contain an analysis of positive results, disadvantages, and their causes.
- contain logical conclusions aimed at effectively solving the issue.

4.4.4 The report of the chairman of the commission (individual contractor) should not exceed 10-15 minutes.

4.4.5 The draft decision of the Academic Council should contain a brief stating part and a clear ruling part with an indication of those responsible for the implementation of works and deadlines, results to be monitored.

4.4.6 The set of prepared materials is approved by the head of the unit being checked, agreed with the relevant head.

In this case, an opposite opinion may be expressed. The project is submitted to the Scientific Secretary in two languages (state and Russian) within the prescribed period (at least 15 days before the meeting of the Council).