

MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN
KORKYT ATA KYZYLORDA UNIVERSITY

" APPROVED BY"
Chairman of the Board - Rector of
Korkyt Ata KU "



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10.02.2021.

POSITION
about the Academic Board of the non-profit joint stock Company
"Korkyt Ata Kyzylorda University"

Kyzylorda, 2021

REGULATIONS on the Academic board of the NAO "Korkyt Ata Kyzylorda University"

1. GENERAL PROVISIONS

1.1. The Academic board of the NJSC "Korkyt Ata Kyzylorda University" (hereinafter referred to as the Academic board) is one of the forms of collegial management of the university.

1.2. The objectives of the Academic board are:

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

1.3. In its work, the Academic board is guided by:

- The Constitution of the Republic of Kazakhstan;
- The Law of the Republic of Kazakhstan "On Education";
- Resolutions of the Government of the Republic of Kazakhstan regulating the educational sphere;
- regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan;
- Standard rules of activity of the Academic board of a higher educational institution and the procedure for its election;
- The Charter of the NJSC " Korkyt Ata KU ";
- Internal regulations of the University;
- This Regulation.

1.4. The activities of the Academic board are based on the publicity of collective discussion of issues within its competence.

1.5. The Academic board organizes its work bases on an approved plan developed for the relevant academic year.

1.6. The term of office of the Academic board is 3 years.

2. THE COMPOSITION OF THE ACADEMIC BOARD.

2.1. The Academic board is created by the order of the rector of the University.

2.2. The Academic board may include: the rector of the University, vice-rectors, heads of structural divisions of the university, representatives of the faculty, academic secretary, student and public organizations of the university.

23. The Scientific Council is headed by the Chairman of the Board - the Rector of the University. The Chairman organizes the work of the Academic board and ensures its activities in accordance with the legislation of the Republic of Kazakhstan, the Charter of the University and this Regulation.

2.4. The Chairman will appoint a Deputy Chairman. In the absence of the Chairman, his duties are performed by a deputy.

2.5. Other members of the Academic Council are elected at the general meeting of the University by secret ballot. The candidate who was voted for by more than 50 (fifty)% of those present at the general meeting of the university in the presence of at least two-thirds of the CSO roster is considered elected.

2.6. The composition of the Academic board of the University is approved by the order of the Chairman of the Board — the Rector of the University.

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

Changes in the composition of the Academic Council of the University may be made in connection with:

— resigning from the Academic Council of the University by submitting an application addressed to the Chairman of the Board — the Rector of the University;

— upon termination of the employment relationship between a member of the Academic board of the university and the university;

— in connection with the expulsion from the university;

— other grounds provided by the legislation of the Republic
Kazakhstan

2.8. A month before the end of the powers of the Academic Council of the University, the Chairman of the Management Board — the Rector of the University issues an order on the election of a new composition of the Academic board. Since the beginning of the work of the newly elected Academic Council, the powers of the previous Academic board of the University are terminated.

2.9. The early election of a new composition of the Academic board of the University is carried out at the request of at least half of its members.

2.10. In order to organize the preparation of issues discussed at the Academic board, control over the implementation of decisions taken, generalize experience and develop proposals for improving the forms and methods of work of the Council from among its members, an academic secretary is appointed from among its members by order of the Chairman of the Board — Rector of the University for a period of 3 years.

3. COMPETENCE OF THE ACADEMIC BOARD

3.1 The competence of the Academic board includes:

- consideration of issues and decision-making on scientific, educational, methodological and educational activities;
- consideration of a long-term plan for the development of educational and laboratory and scientific laboratory facilities;
- consideration of issues of awarding academic titles to faculty and scientific staff;
- review and approval of internal regulations;
- decision-making on all issues of the organization of the educational process;
- consideration of issues related to the implementation of the Strategic development plan of the University;
- consideration of the main issues and decision-making of the social development of the university;
- summing up the results of the university's activities for the past academic year;
- periodic review of reports on the educational, research and educational work of the university;
- consideration of reports on the activities of other structural units that are part of the university;
- consideration of educational programs of higher and postgraduate education in accordance with the state mandatory standards of education for approval by the board of NJSC "Korkyt Ata KU";
- consideration of other issues related to the activities of the university and requiring a collegial decision.

3.2 The Academic board could create permanent and temporary commissions with limited functions and composition.

4. ORGANIZATION OF THE WORK OF THE ACADEMIC BOARD

41. Meetings of the Academic board are held once a month in accordance with the approved work plan. If necessary, meetings of the Academic board are held unscheduled.

42. The work plan of the Academic board of the University for the next academic year is formed on the basis of proposals from members of the Academic board of the University, heads of structural divisions, who submit them to the Academic Secretary 2 months before the end of the current academic year, and approved at the last meeting of the Academic board of the University.

43. Extraordinary meetings of the Academic board of the University may be convened on the proposal of the Chairman of the Academic board of the University, as well as on the initiative of 1/3 of the members of the list of the Academic board of the University. In each case, the Academic Secretary of the University informs the members of the Academic Council of the University in writing about the agenda of the extraordinary meeting.

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

4.5. Decisions of the Academic board are made by open or secret ballot by a simple majority of

votes. Decisions of the Academic board requiring a quorum are valid if at least 2/3 of its members participate in the meeting.

4.6. The counting commission (at least three persons) is elected for secret voting members of the Academic board participating in the meeting by a simple majority of votes. Only members of the Academic board present at the meeting, to whom the commission issues prepared ballots, take part in secret voting. Work on voting in case of participation of members of the Academic board in the meeting online, is carried out through the link. The members of the counting commission read the ballots and draw up protocols based on the results of the voting.

"After the registration of the protocols, the counting commission seals the ballots and attaches them to its protocols. The Academic board approves the minutes of the counting commission by an open vote by a simple majority.

47. Decisions of the Academic board are formalized by a protocol, which is signed by the Chairman and secretary of the Academic board. Extracts from the protocol are drawn up and sent, if necessary, to interested addressees.

48. Control over the implementation of the decisions taken is carried out by listening to the reports of the executors at the meetings of the Academic board.

49. Responsibility for the timely and high-quality preparation of materials for the meetings of the Academic board and for the record keeping of the Academic board is assigned to the Academic Secretary.