

"APPROVED"
Director
Higher School of Law
S. Pen
"29"September 2019

REGULATIONS
on the Science Committee
of the Higher School of Law
of the M. S. Narikbayev KAZGUU University

1. General provisions

1.1. This Regulation on the Committee for Science of the Higher School of Law of KAZGUU named after M. S. Narikbayev (hereinafter-the Regulation) has been developed in accordance with the current legislation of the Republic of Kazakhstan and internal documents of KAZGUU named after M. S. Narikbayev (hereinafter – KAZGUU).

1.2. The Science Committee of the Higher School of Law of M. S. Narikbayev KAZGUU University (hereinafter referred to as the Committee) is a permanent consultative and advisory body for managing the research activities of the teaching staff of the Higher School of Law of KAZGUU (hereinafter referred to as the Faculty of the Higher School of Law of KAZGUU). The Committee was formed in order to develop and implement the strategy of the KAZGUU Higher School of Economics in the field of research activities, as well as to increase the efficiency of scientific work.

1.3. The Committee consists of the Chairman, members of the Committee with the right to vote, as well as members of the Committee without the right to vote. The composition of the Committee (quantitative and personal) is approved by the Provost of KAZGUU for a period of 1 academic year.

1.4. The general management of the Committee's activities is carried out by the Chairman.

1.5. The Committee is accountable to the Provost of KAZGUU.

2. Main activities of the Committee

2.1. Main activities and functions of the Committee:

- determination of the main priority and perspective directions of development of science, research activities in the Higher School of Economics of KAZGUU;
- assistance in organizing and coordinating research work of students, undergraduates, doctoral students, teaching staff of the Higher School of Economics of KAZGUU;
- develop recommendations for improving the research methodology;

- taking measures to increase and strengthen the scientific potential of teaching staff, undergraduates, and doctoral students of the Higher School of Economics of KAZGUU;
- discussion and evaluation of scientific, educational and methodological works of the Higher School teaching staff (textbooks, manuals, monographs, educational and methodical, collective scientific research, etc.), as well as their recommendation for publication with the designation "Recommended by the Committee on Science of the Higher School of Economics of KAZGUU";
- taking measures to integrate research activities with the educational process;
- implementation of monitoring and control over compliance with the norms of scientific ethics when conducting any research and when participating in scientific projects;
- monitoring of scientific publications and scientific citations of teaching staff and promoting the improvement of the quality of publications and the scientific citation index.
- assistance in involving undergraduate students, undergraduates, doctoral students, as well as teaching staff of the Higher School of Economics of KAZGUU in the research process;
- assistance in organizing and conducting scientific events by students, undergraduates, doctoral students, teaching staff of the Higher School of Economics of KAZGUU;
- at the request of the HSE faculty, assistance in organizing and conducting scientific seminars;
- discussion and approval of reports on the results of research trips of the staff of the Higher School of Law of KAZGUU;
- deciding on the feasibility of internships for undergraduates and doctoral students of the Higher School of Economics of KAZGUU, studying at the expense of a grant, as well as discussing and approving reports on the results of scientific internships for undergraduates and doctoral students of the Higher School of Economics of KAZGUU;
- discussion, evaluation and approval of the main research results of undergraduates and doctoral students, hearing reports of undergraduates and doctoral students;
- discussion of the stages and intermediate results of students' diploma projects and master's theses by listening to information from the heads of research areas about writing diploma projects and master's theses at extended meetings of the HSE departments, with the presence of heads of educational programs;
- holding extended meetings of the departments of the Higher School of Economics to hear reports on completed dissertations of applicants for the degree of Doctor of Philosophy (PhD), doctor of the profile before submitting their work

to the Dissertation Council to make recommendations on the feasibility of submitting them for defense;

- consideration of issues related to the scientific component of the educational program of doctoral studies (PhD);
- review of doctoral students' dissertation research topics for their compliance with the main priority areas of science development and research activities of the Higher School of Economics of KAZGUU;
- coordination of scientific supervisors and topics of dissertations of undergraduates and doctoral students before their approval;
- approval of the topics of students' graduation projects.

2.2. The Committee adheres to the principles of academic integrity in its activities.

2.3. The Committee has the right to request and receive information, materials and documentation necessary for the work of the Committee from the departments and teaching staff of the KAZGUU Higher School of Law. The Committee has the right to involve the staff of the Higher School of Economics to implement the Committee's decisions.

2.4. The Chairman of the Committee:

- performs general management of the Committee's activities and organizes its activities;
- Conducts Committee meetings.
- determines and approves the agenda of the Committee's meetings;
- organizes work on the implementation of the Committee's decisions;
- organizes verification of the implementation of the Committee's decisions;
- instructs members of the Committee to consider certain issues and make recommendations on them;
- monitors compliance with the ethics and rules of procedure of the Committee at its meetings;
- verifies and certifies the list of publications of doctoral students and teaching staff before their approval by the Secretary of the Academic and Research Council in accordance with the regulations.

2.5. The Committee Secretary:

- provides organizational, technical, informational and other support for Committee meetings;
- stores all documents of the Committee;
- manages records of Committee meetings;
- Supervises the process of preparing materials and draft documents on the issues on the agenda of the Committee meeting;
- monitors compliance with the voting procedure.

2.6. Members of the Committee have equal rights and bear equal responsibilities. Committee members:

- take an active part in meetings and discussions of the Committee in person, without delegating their powers to other persons;

- perform the duties assigned by the Chairman of the Committee related to the implementation of the main activities of the Committee;
- has the right to submit proposals for consideration and initiate consideration of issues that are not on the agenda;
- they are obliged to review the materials submitted to the Committee meeting in a timely and high-quality manner, and provide written recommendations and suggestions within the established time frame;
- participate in the preparation and implementation of the Committee's work plan, as well as decisions of the Committee;
- They are obliged to inform the Chairman and Secretary of the Committee in a timely manner about the impossibility of participating in the meeting of the Committee or about the impossibility of fulfilling instructions within the established time frame.

2.7. The Chairman of the Committee has the right to raise a question to the Provost of KAZGUU about the exclusion of Committee members in the following cases:

- absence of a Committee member from meetings two or more times without a valid reason and without prior notification to the Chairman and Secretary of the Committee;
- repeated failure to comply with the Committee's decisions or violation of ethics of conduct;
- written notification to the Committee member of their decision to withdraw from the Committee.

3. Working procedure of the Committee

3.1. The Committee works in accordance with the work plan drawn up for the corresponding academic year, approved by the decision of the Committee.

3.2. In order to implement its main functions and activities, the Committee carries out its work in the form of meetings. Regular meetings of the Committee are held as necessary, but at least once every two weeks.

3.3. A meeting of the Committee is considered competent if it is attended by at least 2/3 of the members of the Committee. The Committee meeting is chaired by the Chairman of the Committee. In the absence of the Chairman of the Committee, his functions are assigned to one of the Committee members on the recommendation of the Chairman.

The announcement of Committee meetings and the agenda of Committee meetings are sent by the Secretary of the Committee to the members of the Committee by e-mail not later than three days before the date of the relevant meeting.

3.4. On issues within its competence, the Committee has the right to make decisions that are mandatory for the implementation of the teaching staff of the Higher School of Law of KAZGUU. Decisions are made by a majority vote of the Committee members present at the meeting by open voting and are drawn up in minutes signed by the Chairman and Secretary of the Committee.

The minutes of the meeting are kept by the Secretary of the Committee. The votes of those who abstained are not taken into account when calculating the number of votes required for making a decision. In the event of a tie, the vote of the Chairman of the Committee is decisive. Dissenting opinions of Committee members and other persons present are recorded in the minutes. Extracts from the minutes of meetings are sent to the members of the Committee and the PPS by the Secretary of the Committee.

3.5.If necessary, extraordinary meetings of the Committee may be held. The Chairman has the right to call extraordinary meetings by notifying the Committee members one day before the planned date of the meeting.

Members of the Committee may also initiate extraordinary meetings. On issues requiring urgent resolution, voting can be conducted without holding a meeting by means of electronic messages via corporate mail.

4. Final provisions

4.1.These Regulations,amendments and additions to themare considered by the members of the Committee and formalized by the decision of the Committee.

4.2.The Secretary of the Committee is responsible for keeping the original Regulations.