



**«APPROVED»**  
**Chairperson of Research Committee**  
**«M.S. Narikbayev**  
**KAZGUU University» JSC**  
**«\_\_\_» \_\_\_\_\_ 202\_\_ г.**

## **SLA RESEARCH COMMITTEE REGULATIONS**

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**Astana, 2025**



- 1. DEVELOPED AND SUBMITTED BY:** School of Liberal Arts of «M.S. Narikbayev KAZGUU University» JSC
- 2. DEVELOPER:** Director of the School of Liberal Arts
- 3. REVIEW FREQUENCY:** Once a year



## **1. Scope**

1.1 These regulations of Research Committee establish rules for monitoring and adhering to the research and ethics standards of the School of Liberal Arts of «M.S. Narikbayev KAZGUU University» JSC

1.2 These regulations of Research Committee are mandatory for guiding the work of all staff and faculty of the SLA.

### **1.3 Designations and abbreviations:**

1.3.1 RK – the Republic of Kazakhstan;

1.3.2 MES RK – Ministry of Education and Science of the Republic of Kazakhstan;

1.3.3 KAZGUU – «M.S. Narikbayev KAZGUU University» JSC;

1.3.4 SLA – School of Liberal Arts;

1.3.5 JD – Job description;

1.3.6 FM – Faculty members;

1.3.7 EP – Educational program;

1.3.8 RC – Research Committee;

## **2. General provisions**

2.1. Research Committee (hereinafter referred to as the Committee) is a collegial, executive, and policymaking body responsible for the School's research activities.

2.2. Research Committee is guided by the Laws of the Republic of Kazakhstan «On Science» and «On Education» as well as the University's regulatory documents, namely «Academic Policy», «Handbook on ensuring academic integrity», «Regulations on the rating assessment of the faculty performance», «Guide on the use of AI in Academic Activities», «Code of Conduct», and the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, orders, and the present document.

## **3. Objectives of Research Committee**

3.1. The main objectives of the Committee are:



- Developing the School's research policy and
- Implementation of the University's strategy aimed at improving the quality of research activities;
- Promotion of international cooperation and integration into the global academic and research community;
- Supporting early-career researchers and developing students' research potential;
- Promotion of innovation and facilitation of technology transfer.

#### **4. Responsibilities of Research Committee**

##### 4.1 The main functions of the Committee are:

- Developing a regulatory framework governing the research activities of the SLA, in compliance with the legislation of the Republic of Kazakhstan on research in higher education institutions and internal regulatory documents.
- Creating and maintaining a database of recommended journals for faculty publications, providing guidance in selecting quality outlets that enhance the University's research reputation and national and international rankings.
- Planning and implementing initiatives aimed at strengthening the research capacity of faculty and students, including the activities of the SLA Writing Center.
- Facilitating the organization and conduct of research activities and the practical application of their results.
- Supporting the preparation and submission of applications for international grant programs.
- Fostering a culture of responsible and ethical use of Artificial Intelligence in research.

#### **5. Functions of Research Committee**

The Committee performs the following functions:

- Approves rules and standards governing the review and support of research activities within the School of Liberal Arts (SLA).
- Develops and approves standards and guidelines on research ethics.
- Organizes and facilitates research conferences, seminars, and other research events.
- Conducts peer review and expert evaluation of textbooks, monographs, teaching materials, articles, and other scholarly publications, and provides recommendations for their publication.



- Considers strategic and current issues related to research and student research activities, and provides analytical assessments and recommendations.
- Evaluates the research performance of academic staff and submits recommendations regarding the assignment of research categories.

## **6. Composition of Research Committee**

6.1. The Committee shall consist of senior and early-career researchers recommended by the School from among the academic staff as well as master's degree students.

The permanent members of the Committee shall include the Director of the SLA, the Deputy Director for SLA Academic Affairs, and the Department Coordinators.

6.2. The composition of the Committee and any amendments to it shall be approved by voting at a general meeting of the School's academic staff provided that a quorum of two-thirds of the members is present.

6.3. The overall management of the Committee's activities shall be carried out by the Chairperson of the Committee, who shall be appointed through a vote at a general meeting of the School's academic staff.

## **7. Procedures of Research Committee**

The Committee shall operate in accordance with a work plan prepared and approved for each academic year. Meetings of the Committee shall be documented in minutes.

7.1. Meetings of the Committee shall be held at least once a month. Decisions shall be considered adopted if more than half of the members present vote in favor, provided that a quorum (two-thirds of the Committee members) is present.

7.2. Meetings of the Committee may be held in both in-person and remote formats, including online meetings conducted through digital platforms. In order to improve the efficiency of decision-making, electronic voting may be conducted, provided that the principles of transparency and proper recording of results are observed.

7.3. All decisions and recommendations of the Committee shall be recorded in the minutes, which shall be signed by the Secretary and the Chair of the Committee.

7.4. The minutes of the Committee meetings and the related materials shall constitute permanent records. The original copies of the minutes and the accompanying materials shall be kept by the Secretary of the Committee, who is responsible for their safekeeping.

## **8. Rights and Responsibilities of Research Committee**



8.1. The Committee shall have the right to establish temporary commissions and working groups to address current, planned, and strategic issues, as well as to involve academic staff, external experts, and industry representatives in their activities.

8.2. The Committee shall have the right to request material, technical, and organizational support from the University necessary for the implementation of its activities.

8.3. The Committee shall have the right to initiate partnership projects with government bodies, international organizations, and businesses for the purpose of developing research activities.

8.4. The Committee shall prepare and submit an annual public report on its activities, including information on events organized, publication output, participation in research grants, and key performance indicators.

## **9. Rights and Responsibilities of Committee Members**

Members of the Committee shall have equal rights and shall bear equal responsibilities.

### **9.1 Rights of Committee Members:**

9.1.1 Participate in Committee meetings and submit proposals for consideration within the scope of the Committee's competence;

9.1.2 Participate in the discussion of all matters under consideration in accordance with the approved Regulations.

### **9.2 Responsibilities of Committee Members:**

Committee members shall be obliged to:

9.2.1 Comply with these Regulations and properly implement the decisions of the Committee adopted within the framework established by these Regulations.;

9.2.2 Fulfill the obligations they have undertaken and be guided in their activities by the decisions of the Committee;

9.2.3 Actively participate in the work of the Committee, review materials submitted for Committee meetings in a timely and diligent manner, and provide written recommendations and proposals within the established deadlines;

9.2.4 Inform the Chair or the Secretary of the Committee in a timely manner about the inability to attend a scheduled Committee meeting or to fulfill assigned tasks within the established deadlines.

### **9.3 Termination of Committee Membership:**

A member may be removed from the Committee in the following cases:

9.3.1 Actions that constitute a serious violation of these Regulations;

9.3.2 Failure to comply with the decisions adopted by the Committee;

9.3.3 In the event of academic leave, termination of employment with the university, or dissolution of Research Committee.



9.3.4 The decision on the removal of a member from the Committee shall be recorded in the minutes of the Committee meeting and formalized by the Chair.

#### **9.4 Duties of the Chair of Research Committee.**

9.4.1. The Chair shall provide overall leadership and organization of the Committee's work, including:

- determining the agenda of Committee meetings and chairing such meetings;
- coordinating the activities of Committee members and ensuring the effective implementation of the Committee's tasks and functions.
- representing the interests of the Committee at all levels and in interaction with other university units, as well as external organizations and partners.

9.4.2. Monitoring and evaluation of research activities:

- Organizes monitoring and evaluation processes for research projects and research overseen by the Committee.
- Oversees the implementation of decisions adopted by the Committee and reports on the results at meetings of the University's Academic and Research Councils.

9.4.3. Coordination with university units:

- Interacts with the school/university leadership and research units on issues concerning the development and support of research activities.
- Participates in the development of regulatory documents governing research activities and submits proposals for their improvement.

#### **9.5. Duties of the Secretary of Research Committee**

9.5.1. Documentary Support for the Committee's Work:

- Maintains minutes of Committee meetings, recording all decisions made and recommendations given.
- Ensures the storage of and access to Committee documentation, including minutes, reports, and other materials.

9.5.2. Informational Support:

- Prepares information materials and informs Committee members and other interested parties of all decisions made at meetings.
- Timely informs Committee members about upcoming meetings, agendas, and other events.

9.5.3. Organization of Meetings and Events:

- Organizes Committee meetings, including the preparation of necessary materials, invitation of participants, and coordination of technical support.
- Coordinates the organization of research events held by the Committee, including conferences, seminars, and round tables.

9.5.4. Administrative Support:



- Assists the Chairperson of the Committee in fulfilling their duties, including the preparation of reports and other official documents.

- Handles correspondence on behalf of the Committee and ensures interaction with external and internal university structural units.

#### 9.5.5. Monitoring Decision Implementation:

- Monitors the execution of instructions and decisions of the Committee, timely informing the Chairperson and Committee members of their progress.

- Compiles reports based on the results of decision implementation for presentation at meetings.

### **10. Procedure for inclusion of students in the SLA Research Committee**

10.1 The Committee shall develop criteria-based requirements for candidates for SLA Research Committee representatives from among master's students.

10.2 Based on the developed requirements, the Committee shall issue an announcement for the recruitment of a master's student for inclusion in the Committee and accept applications from interested students.

10.3 Candidates shall submit a brief personal statement to the Committee, containing a description of their research experience and reasons for joining the Committee.

10.4 The Committee representative from among the master's students shall be elected by the Committee members through a majority vote based on the review of applications.

10.5. A student wishing to join the Committee shall meet the following requirements:

- demonstrate an interest in research activities (supporting documents confirming active participation in research conferences and research projects will be considered an advantage);
- be familiar with the University's Academic Policy and the Handbook on Ensuring Academic Integrity;
- adhere to the principles of ethics and academic integrity;
- be enrolled in the 2<sup>nd</sup>-4<sup>th</sup> year of study;
- have a GPA of 3.0 or higher (in exceptional cases, a GPA of 2.67 may be considered).

10.6. In performing their duties, the student representative of the SLA Research Committee shall:

- be guided by the current Regulations of the Committee, the University's Academic Policy, and the Handbook on Ensuring Academic Integrity;
- actively participate in the work of the Committee;
- adhere to the confidentiality policy;
- notify the Chair of the Committee in a timely manner if they are unable to attend a Committee meeting.



### **11. Financing of the Committee's Activities**

11.1. The activities of the Committee shall be funded from the University's budget and from attracted grants.

11.2. The Committee may submit requests for the allocation of additional funds for the organization of events and publications.

### **12. Final Provisions**

12.1. These Regulations shall be approved by the members of the Committee with the participation of the Vice-Rector for Research and shall enter into force upon approval.

12.2. These Regulations shall remain in effect until they are repealed or replaced by new regulations.

12.3. The Chairperson of the Research Committee shall be responsible for introducing amendments and additions to the original document and to the registered working copies.

### **13. Approval, Storage, and Distribution**

13.1 These Regulations shall be approved by the members of the Committee with the participation of the Vice-Rector for Research and shall enter into force upon approval.

13.2 The Chairperson of the Committee shall be responsible for transferring the approved original of the Regulations to the archive for storage.

13.3 The Chair of the Committee shall be responsible for transferring the approved original of the Regulations to the archive for storage.

13.4 Members of the Committee shall be responsible for familiarizing themselves with these Regulations.

The Chair of Research Committee:

Secretary:

Zhadra Amangeldinovna

Aigerim Shaikhleslyamova