

**ACADEMIC AND RESEARCH COUNCIL (SCIENTIFIC COUNCIL)
BYLAWS**

Astana, 2018

These Bylaws are developed based on the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, the Law of the Republic of Kazakhstan "On Joint Stock Companies" dated May 13, 2003, Standard Rules for the Activities of Higher and Post-Graduate Educational Organizations, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595, and it includes the powers, composition, and structure, as well as the organization of the activity of the Academic and Research Council (Scientific Council) of M. Narikbayev KAZGUU University.

Confirmed by the decision of the Board of M. Narikbayev KAZGUU University

Minutes No. 192 dated December 24, 2018.

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I. GENERAL PROVISIONS

1. The Academic and Research Council (Scientific Council), hereinafter referred to as the "Council," represents a collegiate body for determining the academic policy of M. Narikbayev KAZGUU University (hereinafter - the University) in its educational and research activities.
2. The Council operates based on the powers granted to the Council by the University's Charter and delegated to it by the University's Board.
3. In its activities, the Council is guided by the current legislation of the Republic of Kazakhstan, the Charter of the University, the Academic Policy of the University, the Quality Assurance Policy, and other internal documents of the University.
4. The Council can be reorganized or abolished by the decision of the University's Board.

II. COMPETENCIES

5. The Council ensures adherence to the Academic Policy, the Quality Assurance Policy, and other internal documents of the University during their application and interpretation in the educational, research, and other fields of the University's activities.
6. To implement its primary task, the Council:
 - 6.1. Discusses and approves the University's policy concerning the admission, transfer, and readmission of students of all forms of study;
 - 6.2. Approves and amends major educational programs (Major);
 - 6.3. Discusses and approves regulations on academic and research units of the University;
 - 6.4. At the end of the academic year, a mandatory agenda item is the need to make amendments and additions to the current normative academic documents. The report on this issue is presented by the Secretary of the Council;
 - 6.5. Following the decision on the issue by the Council members, a registry of changes is approved;
 - 6.6. Establishes commissions to assess the compliance of the University's academic units with the Academic Policy;
 - 6.7. Discusses and approves plans to achieve strategic goals of the Law School, International School of Economics, School of Liberal Arts, International School of Journalism, Business School, and other academic units of the University;
 - 6.8. Discusses and approves policies and other documents regulating procedures for ensuring and enhancing quality in academic and research fields, including academic standards, annual plans, and programs for improving the quality of education and science;
 - 6.9. Discusses and approves documents regulating the primary processes of education and research, including priority directions for the development of the University's research;

- 6.10. Discusses and approves master's and doctoral thesis topics;
- 6.11. Develops, discusses, and approves academic honesty standards, including the Handbook on Ensuring Academic Integrity, making changes and additions to it, rules for ongoing and final control, and other internal documents on issues of ensuring academic honesty in education and science;
- 6.12. Approves the policy concerning the management of educational programs, conducting research, and ensuring the quality of education and research;
- 6.13. Defines the powers and approves the regulations of the committees of the Law School, International School of Economics, School of Liberal Arts, International School of Journalism, Business School, and other academic units of the University;
- 6.14. Resolves disputes concerning the scope of powers of the committees of the Law School, International School of Economics, School of Liberal Arts, International School of Journalism, Business School, and other academic units of the University, and, if necessary, cancels or amends decisions of the school committees;
- 6.15. Discusses and approves the regulations of the University's Dissertation Council for the defense of dissertations for the Ph.D. degree and the professional doctorate.
- 6.16. Discusses and approves the regulations concerning the Library and the library committee;
- 6.17. Presents to the Chairperson of the Board candidates for international and national awards and honors in the fields of education and science;
- 6.18. Proposes candidates to the Chairperson of the Board for the title of "Honorary Professor";
- 6.19. Based on a submission from the Chairperson of the Board or at the request of University units, provides conclusions regarding the establishment, reorganization, or dissolution of University units;
- 6.20. Provides recommendations concerning the University's Strategy;
- 6.21. Discusses and approves the text of memorandums, agreements, and cooperation programs with other educational and research institutions and presents them to the Chairperson of the Board or the Provost for signature;
- 6.22. Confirms the compliance of the University's applications for conducting international and national research with the principles of ethics and academic honesty;
- 6.23. Determines measures to protect intellectual property rights;
- 6.24. Discusses and recommends the publication of textbooks, study guides, monographs using the University's name and logo;
- 6.25. Based on a submission from the Chairperson of the Board or University units, provides conclusions regarding the approval, amendment, and addition of regulations on University units;
- 6.26. Addresses issues of financial support for students;

6.27. Discusses and resolves any other matters of any nature that may impact the quality of educational programs, conduct of scientific research, and other aspects of the University's academic activities;

6.28. Carries out other powers as determined by the Charter and the decision of the University Board;

6.29. Resolves any disputes concerning the powers of the Council, the interpretation, and application of these Regulations.

III. COMPOSITION

7. The composition of the Council is determined by these Regulations.

8. The personal membership of voting and non-voting members of the Council is determined by the decision of the Board.

9. The Provost, to whom the Chairperson of the Board has delegated the powers of the chairperson in the Council, serves as the Chairperson of the Council. In his absence, the duties of the Chairperson of the Council can be performed by the Chairperson of the Board or another person, agreed upon with the Chairperson of the Board and the Provost.

10. The following voting members of the Council serve ex officio:

10.1. Chairperson of the Board;

10.2. Provost;

10.3. Dean (Director) of the Law School;

10.4. Dean (Director) of the International School of Economics;

10.5. Dean (Director) of the School of Liberal Arts;

10.6. Dean (Director) of the International School of Journalism;

10.7. Director of the Business School;

10.8. Head (Chair) of the Military Reserve Officer Training Center;

10.9. Head of the International Office (Department of International Cooperation);

10.10. Head of the Registrar's Office;

10.11. Vice-Provost for Student Affairs;

10.12. Chairs of committees on academic quality and science of the Schools;

10.13. Chairperson of the Student Government;

10.14. Students of the Schools;

10.15. Academic and teaching staff of the Schools;

10.16. Vice-Provost for Research;

10.17. The following are non-voting members of the Council:

10.18. Deputy Chairperson of the Board;

10.19. Head of the Information Technology Department;

10.20. Head of the Department of Legal Affairs;

10.21. Head of the Department of Strategic Planning and Human Resources;

10.22. Head of the Quality Assurance Office;

10.23. Heads of educational programs of the Schools;

10.24. Head of the Advisor Office of the Schools;

10.25. Deputies of the Deans (Directors) of the Schools.

12. Each voting member of the Council is required to participate in Council meetings and has one vote when making decisions.

13. Every non-voting member of the Council has the right to participate in Council meetings, become familiar with all materials discussed by the Council. The Council may invite employees, students, or representatives of other organizations, government agencies, and institutions to participate in its meetings.

14. The Chairperson of the Council presides over all Council meetings and ensures the organization of its work.

IV. ORGANIZATION OF THE COUNCIL'S ACTIVITIES

15. The Council meetings are held, as a rule, no less than once a month.

16. An extraordinary meeting of the Council is held at the initiative of the Chairperson of the Council or at the request of any member of the Council.

17. The Council's decisions are made by a simple majority of votes with the concurring opinion of the Chairperson of the Board. If the votes are equal, the decision is deemed not adopted, and the Chairperson ensures the achievement of a majority in the Council, including through the establishment of conciliation commissions.

18. A decision is considered adopted if 2/3 of the voting members of the Council present at the meeting have voted for it.

19. Minutes are drawn up following each meeting. The technical support of the Council's activities falls to the Secretary of the Council.

20. The Secretary of the Council provides extracts from the minutes of the Council meetings upon requests from the Council members within 5 (five) working days after the Council meeting.

21. The Chairperson of the Council explains the Council's decisions.

22. Draft documents discussed, adopted, and approved by the Council can be presented by the Chairperson of the Council and the academic units of the University.

23. The Deans (Directors) of the Law School, International School of Economics, School of Liberal Arts, International School of Journalism, Business School, and heads of other academic units of the University are responsible for developing and presenting draft documents for consideration by the Council on matters of education and research.

24. If the draft document presented for consideration by the Council contains issues that are not directly academic in nature, these issues are coordinated with the relevant university units.

25. The agenda for the Council meeting is formed no less than a week before the anticipated meeting date.