

**Non-Profit Joint Stock Company  
"Kazakh National Agrarian Research University"**

**"APPROVED"**  
**by the Protocol of the Academic council**  
**№1 of August 04,2023 y.**

**REGULATIONS ON THE ACADEMIC COUNCIL**

**KAZNARU**

**the tenth edition**  
**No. \_\_\_\_\_ copy**

**Developed:**  
**Chief Scientific Secretary**



**U. Kerimova**

**Agreed:**  
**Quality representative**



**A. Kairbayeva**

This regulation defines the composition, formation procedure, structure, term of office, competence and regulations of the Academic Council of NJSC "Kazakh national agrarian research university" (hereinafter referred to as the University). The regulation was developed in accordance with paragraph 9 of Article 44 of the Law of the Republic of Kazakhstan "On Education" dated November 22, 2007, the Law "On Science" dated February 18, 2011, the Standard Rules for the activities of the Academic Council of a higher educational institution and the procedure for its election, approved by order of acting Minister of Education and Science of the Republic of Kazakhstan No. 574 dated November 22, 2007.

## **1. GENERAL PROVISIONS**

1.1 The Academic Council of the University is a collegiate body that provides general management of the university.

1.2 The Academic Council of the University in its activities is guided by the Laws, legislative, regulatory legal acts of the Republic of Kazakhstan, the Standard Rules for the activities of the Academic Councils of Higher Educational Institutions and the procedure for their election, the Charter of the University, as well as these Regulations.

1.3 The activities of the Academic Council of the University are based on the publicity of the collective discussion of issues within its competence.

1.4 The decisions of the Academic Council are mandatory for all employees of the university.

## **2. GOALS OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

The main goals of the Academic Council:

2.1. Combine the efforts of the University management, its faculty, administrative and managerial staff and service personnel to train competitive specialists who meet the modern requirements of the agrarian market.

2.2 Create necessary conditions for the teaching staff and students in order to implement professional education programs and the development strategy of the University successfully.

2.3 Strengthen the material and technical base of the University.

## **3. AUTHORITIES OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

3.1 Approves the structure of the university.

3.2 Makes amendments and additions to the University Charter.

3.3 Determines the strategy and concept of the university development.

3.4 Makes decisions on all major issues of organization of educational, research, international, financial, social and economic activities of the university.

3.5 Makes decisions on the creation, reorganization and liquidation of structural divisions of the university (laboratories, departments, institutes, faculties, etc.).

3.6 Hears annual reports of the Chairman of the Board-Rector, Deputy Chairmen of the Board-Rector, deans of faculties, heads of structural divisions on



the forms and methods of conducting educational, research, educational, international, information, financial, economic and management activities.

3.7 Makes decisions on the transfer of students from a paid department to an educational grant and external course.

3.8 Approves the topics and supervisors-consultants of dissertations of Master's and PhD students.

3.9 Reviews and makes recommendations for the publication of monographs, textbooks, manuals and teaching aids.

3.10 Organizes control of the financial and economic activities of the university. Determines the procedure for the use of extrabudgetary funds, as well as the direction of reinvestment of income from the provision of paid educational services and the sale of manufactured products.

3.11 Approves and awards honorary titles, scholarships and prizes to scientists of the university.

3.12 Considers issues about the nomination of teaching staff and university staff to government awards and honorary titles.

3.13 Considers other issues of the current activities of the university, requiring a collegial decision.

A Presidium may be formed from among the members of the Academic Council for urgent consideration of issues within the competence of the Academic Council of the University.

The Presidium consists of the Chairman of the Board-Rector, Deputy Chairmen of the Board-Rector, Chief Scientific Secretary and other persons included by decision of the Chairman of the Academic Council.

A meeting of the Presidium of the Academic Council is considered competent if 2/3 of its members are present. The decision of the Presidium of the Academic Council is considered adopted if at least half of the members present at the meeting voted for it.

#### **4. STRUCTURE OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

4.1 The Academic Council of the University is created by the order of the Chairman of the Board - Rector.

4.2 The Academic Council of the University consists of: Chairman of the Board-Rector, Deputy Chairmen of the Board-Rector, heads of structural divisions, deans of faculties, heads of departments, representatives of the teaching staff, student and public organizations of the university.

4.3 The structure of the Academic Council is elected for a period of 3 years and consists of an odd number of members. As necessary, by decision of the general meeting, individual changes may be made to its composition.

The following persons may be candidates for election to the current Academic Council:

- University staff with academic degrees and academic titles with many years of experience at the University (more than 10 years) or qualified specialists (scientists) known in the scientific community (having a large number of scientific works in domestic or foreign publications, heads of scientific schools established



in University, as well as heads of scientific research or persons awarded by state awards and titles for their contribution to science and education);

- directors, heads of structural subdivisions, deans of faculties, heads of departments of the University;

- representatives and heads of public authorities and local authorities, public institutions;

- students, young scientists and specialists of the University with significant achievements in education and science. To be elected to the Academic Council, the youth administration of the university nominates candidates from among Bachelor's, Master's and PhD students.

4.4 The Chairman of the Academic Council (hereinafter referred to as the Chairman) is the Chairman of the Board-Rector. The Chairman of the Academic Council of the University appoints the Deputy Chairman. In the absence of the Chairman, his duties are performed by the Deputy Chairman of the Academic Council.

4.5 The members of the Academic Council of the University are elected at the general meeting of the University. In the presence of at least two thirds of the list, the candidate who has received 50% of the votes of the participants is considered elected.

4.6 The composition of the Academic Council is approved by the order of the Chairman of the Board - Rector of the University.

4.7 The structure of the Academic Council of the University is elected for a period of 3 years and consists of an odd number of members. If necessary, individual changes can be made to its structure by decision of the Academic Council of the University.

Due to the following circumstances, the structure of the Academic Council may be changed:

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

- termination of the employment relationship between a member of the Academic Council of the University and the University;

- dismissal from the university.

4.8 The Chairman of the Academic Council appoints the Chief Scientific Secretary of the Academic Council of the University.

4.9 In the case of dismissal of a member of the Academic Council, included in its structure of the University or transfer to another job, another member of the Academic Council takes his/her place automatically, which occupies a similar position.

4.10 If necessary, the Academic Council may create committees of the Academic Council on various issues.

4.11 In the absence of the Chief Scientific Secretary of the University, the execution of his duties by the order of the Rector of the University is entrusted to one of the members of the Academic Council, with an indication of the period.

4.12. A meeting of the Academic Council cannot be held in the absence of the Chairman, Vice-Chairman and Chief Scientific Secretary of the University at the same time.



## **5. DUTIES OF THE CHAIRMAN, DEPUTY CHAIRMAN AND CHIEF SCIENTIFIC SECRETARY OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

### **5.1 Duties of the Chairman of the Academic Council of the University:**

- approves the work plan of the Academic Council of the University for the academic year;
- holds meetings of the Academic Council of the University;
- signs decisions and other documents of the Academic Council;
- has the right to convene an extraordinary meeting of the Academic Council if it's necessary;
- organizes the work of the Academic Council and its commissions within the powers assigned to it, in accordance with these Regulations;
  - sends materials, documents, draft decisions on issues submitted to the meeting of the Academic Council to the Commission of the Academic Council for preliminary consideration or examination;
  - organizes the implementation of decisions of the Academic Council;
  - appoints the scientific secretary of the Academic Council;
  - includes in the agenda of the Academic Council issues that require urgent consideration (unscheduled issues);
  - represents the interests of the Academic Council in all bodies and organizations, exercises other powers granted in accordance with the legislation of the Republic of Kazakhstan, the Charter of the University, the regulations of the Academic Council and the decision of the Academic Council.

### **5.2 Duties of the Deputy Chairman of the Academic Council of the University:**

- informs the Chairman of the Academic Council of the University on the implementation of the decisions of the Academic Council;
- prepares for the meeting of the Academic Council of the University;
- performs as the Chairman of the Academic Council in his absence;
- performs other duties assigned by the Chairman of the Academic Council.

### **5.3 Duties of the Chief Scientific Secretary of the Academic Council of the University:**

- carries out organizational and preparatory work for holding meetings of the Academic Council of the University and monitors the implementation of its decisions;
- prepares the Draft work plan of the Academic Council and ensures its timely approval;
- forms the agenda of the meeting of the Academic Council and controls the process of preparing documents on issues considered at the meetings of the Academic Council of the University;
- ensures the participation of members of the Academic Council of the University, as well as invited persons in the meeting of the Academic Council of the University;
  - sends information about the agenda of the meeting of the Academic Council



5 days before the meeting;

- gives advice to the members of the counting commission during the secret ballot;
- prepares extracts from the protocol on the issues of the meetings of the Academic Council;
- examines the attestation cases of the teaching staff and researchers for the award of academic titles for consideration by the Academic Council, and then, after making the appropriate decisions, sends them to the Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- supervises the execution of protocol instructions, decisions of the Academic Council;
- supervises other powers granted in accordance with the legislation of the Republic of Kazakhstan, the Charter of the University, the regulations of the Academic Council, the decision of the Academic Council, as well as the instructions of the Chairman of the Academic Council.

## **6. COMMISSIONS OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

6.1 The Academic Council of the University creates a commission from among its members to develop specific issues that consistently make proposals to the Academic Council on given issue.

6.2 In its work, the commission is guided by the current legislation of the Republic of Kazakhstan, the Charter of the University, the Regulations of the Academic Council of the University, the orders of the Chairman of the Academic Council, as well as these Regulations.

6.3 The quantitative and personal structure of the Commission is approved by the Academic Council by open voting.

6.4 The commission may include qualified specialists from among the teaching staff, as well as from other categories of employees of the University.

## **7. MEETING OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

7.1 The Academic Council of the University organizes its work on the basis of the work plan approved for the corresponding academic year and conducts it at least once a month. During the summer holidays (July-August), the meeting of the Academic Council may not be held. If necessary, meetings of the Academic Council are held unscheduled.

7.2 All meetings of the Academic Council, with the exception of those that consider materials containing information of limited distribution, are open: they have the right to attend and with the permission of the council, take part in the discussion of issues, all teaching staff and employees of the University. Only members of the Academic Council participate in closed meetings.

7.3 If there are at least two thirds of the total number of members of the Academic Council of the University, the meeting of the Academic Council is considered competent.



7.4 By decision of the Chairman of the Academic Council, other interested persons with the right of an advisory vote may be invited to participate in the discussion at the meeting of the Academic Council of certain issues.

7.5 The protocols of the meeting of the Academic Council of the University are being kept. The protocol is signed by the chairman of the meeting and the Chief Scientific Secretary. Protocols, decisions and other acts of the meetings of the Academic Council of the University are kept in the files of the Academic Council. Employees, teaching staff and students of the University have the right to receive an extract from the protocols of the decisions of the Academic Council on issues relating to them.

7.6 The work plan of the Academic Council of the University for the next academic year is formed on the basis of proposals submitted by members of the Academic Council addressed to the Chief Academic Secretary within 2 months before the end of the current academic year and is approved for the next academic year at the first meeting of the Academic Council.

7.7 An extraordinary meeting of the Academic Council of the University may be convened on the proposal of the Chairman, as well as at the initiative of 2/3 of the members from the list of the Academic Council. In each case, the Chief Academic Secretary provides written information to the members of the Academic Council on the agenda of the extraordinary meeting.

An issue which is not included in the work plan of the Academic Council of the University may be included in the agenda of the meeting of the Academic Council at the suggestion of the chairman or at least 2/3 of the provided list of members of the Academic Council.

7.8 The members of the Academic Council of the University - speakers and the chairman of the committee of the Academic Council (in case of its formation) submit a written and electronic copy of the report and a draft decision on the agenda of the Academic Council to the Chief Academic Secretary no later than 10 days before the meeting of the Academic Council. In case of non-submission of materials within the specified period, the Chairman of the Academic Council has the right to decide on the inclusion of the specified issue in the agenda.

7.9 All materials on the agenda of the meeting of the Academic Council are sent by the Chief Scientific Secretary to the Chairman of the Academic Council no later than 5 days before the meeting.

If the Chairman of the Academic Council of the University has significant comments on the submitted materials, he has the right to exclude the issue from consideration or postpone its consideration to another meeting of the Academic Council.

7.10 The meeting of the Academic Council of the University starts with the registration of the members of the Academic Council in the attendance sheet.

7.11 If it is impossible to participate in the meeting of the Academic Council of the University or for valid reasons, a member of the Academic Council informs the Chairman of the Academic Council promptly, through the Chief Academic Secretary.

In the absence of a member of the Academic Council of the University for more than half of the meetings of the Academic Council, the Chairman of the Academic Council has the right to propose to the members of the Academic Council to re-elect



such a member.

7.12 A member of the Academic Council of the University can express their opinion on the issues raised at the meetings, ask questions to the chairman and members of the Academic Council of the University, representatives of the administration and administration of the University, other persons participating in the meeting of the Academic Council, as well as make proposals on the issues under discussion, subject to consideration by the Academic Council, and also, at its discretion, has the right to file a petition with the Academic Council for withdrawal from the Academic Council.

7.13. Duties of a member of the Academic Council:

- Comply with the Constitution of the Republic of Kazakhstan, laws, the Charter of the University, decisions of the Academic Council, these Regulations and other regulatory documents governing the activities of the University.
- Participate in all meetings of the Academic Council of the University and do not be late for them.
- Conscientiously perform their duties as a member of the Academic Council in accordance with these Regulations.
- Ensure the observance of the rights and legitimate interests of the University, employees, citizens and students in the performance of their duties.
- Behave politely towards members of the Academic Council, colleagues, students and others.
- Comply with the regulations of the Academic Council.
- Do not publish information relating to the personal life, health and honor of citizens who are members of the Academic Council.
- Avoid situations that discredit the honor and reputation of the university or himself.
- Follow the established procedure for public speaking and providing official information.

7.14 The order of speech at the meetings of the Academic Council: report, closing remarks, the content of the issue under discussion, the procedure for making proposals, the motive for voting, speaking in a competitive speech on holding a meeting, as well as references, information, requests and appeals.

7.15 In case of violation of the order of speaking at the meetings of the Academic Council (report, closing remarks, the content of the issue under discussion, the procedure for making proposals, etc.), after the specified time, the chairman has the right to warn the speaker, after which he has the right to interrupt his speech.

7.16 The Chairman has the right to remove persons from the meeting room of the Academic Council who interfere with the normal work of the Academic Council.

7.17 Members who are unable to speak due to the suspension of debate on issues discussed at the meeting of the Academic Council have the right to make their proposals, in particular the signed texts of their speeches into the protocols of the meeting of the Academic Council.

7.18 The Academic Council of the University has the right to submit certain



issues for consideration by the Council of the Faculty of the University and other structural divisions.

## **8. VOTING AND DECISION-MAKING PROCEDURES**

8.1 The decision of the Academic Council of the University is taken by open and secret ballot at its meetings. An open vote is held by the chairman of the Academic Council. Members of the Academic Council express their opinion on the issue under consideration with the help of various answers such as "for", "against", "abstained", and with the help of a ballot in a secret ballot.

If at the meeting of the members of the Academic Council more than half of the participants voted, then the decision is considered adopted.

Decisions on holding a meeting of the Academic Council, as well as open voting are held on the following topics:

- make amendments to the agenda and its approval;
- announce of a break in the meeting of the Academic Council or its postponement to another day;
- postpone the speech (debate) on the issue under discussion or its termination;
- put the issue to a vote without discussion;
- change the order of voting;
- change the order of speaking on the issue under consideration.

Voting may be held on other issues provided for by these Regulations.

8.2 Before an open vote, the chairman announces the number of proposals submitted for voting, clarifies the sequence and wording of their voting, warns by what majority of votes (of the total number of members of the Academic Council participating in the meeting and voting) they can be adopted.

8.3 Secret voting is held on the following issues:

- In the course of extraordinary elections of a new composition of the Academic Council, in the recruitment of teachers for vacant positions of professors, through competitive selection.
- When being promoted to the to the academic ranks of an associate professor, professor.
- Recommendation of university scientists to members and corresponding members of the National Academy of Sciences and etc.

8.4 When determining the secret ballot and its results, the Academic Council elects a counting commission consisting of 3-5 people from among the members of the Academic Council by open voting.

The counting commission does not include:

- Chairman, Deputy Chairman and Chief Scientific Secretary of the Academic Council of the University.

8.5 The Counting Commission elects a chairman from among its members.

8.6 Ballots for secret voting are checked by the counting commission for the presence of the necessary information. After the end of voting, the counting commission counts all the ballots and seals them in an envelope.

8.7 Each member of the Academic Council is given a separate voting ballot for



each issue.

8.8 Ballots for secret voting are placed by the members of the Academic Council in a special box approved by the counting commission.

8.9 The counting commission draws up a protocol on the results of secret voting, which is signed by all members of the counting commission and read out by the chairman of the counting commission at a meeting of the Academic Council of the University.

8.10 The results of voting on all issues are recorded in the protocols of the meeting of the Academic Council. Decisions of the Academic Council come into force after signing by the Chairman of the Academic Council (Rector) or if necessary, from the moment of signing the order.

8.11 When voting on one issue, a member of the Academic Council has one vote, which he casts for accepting or disagreeing with a decision or abstaining from making a decision.

8.12 A member of the Academic Council of the University exercises his right to vote. A member of the Academic Council who was not present at the time of voting does not have the right to vote after the end of voting or in a special manner until the procedure for voting on this issue established by the Academic Council.

8.13 In the absence of the necessary quorum for voting, the chairman postpones the voting to the next meeting of the Academic Council.