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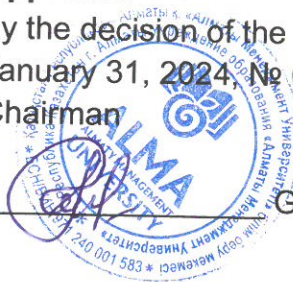
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by the decision of the Academic Council

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Chairman

G. Kurenkeyeva



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1. Purpose of the document

This Regulation establishes (determines) the work procedure of the Academic Council at the Educational Institution “Almaty Management University” (hereinafter referred to as the University).

2. Scope of the document

The requirements of this Regulation are mandatory for all University employees.


3. References

These Regulations have been developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 №319 III “On Education” (with changes and amendments as of February 21, 2019), “Model rules for the activities of the Academic Council and the procedure for its election”, approved by the order of the acting Minister of Education and Science of the Republic of Kazakhstan dated November 22, 2007 №574.

4. Terms and abbreviations

The Academic Council of a higher educational institution (hereinafter referred to as the Academic Council) is one of the forms of collegial management of the University.

Academic Secretary – a person responsible for planning and monitoring work of the Academic Council, as well as for regulations and documentation of the Academic Council of the University.

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Documentolog – an electronic document management system of the University.

5. Process execution order

5.1. Basic provisions

5.1.1 The Academic Council (hereinafter referred to as the Council) is a collegial body of EI "Almaty Management University" (hereinafter referred to as EI "Almaty Management University", University), created to manage the educational and research process of EI "Almaty Management University" and consider the main issues of its activities.

5.1.2 The rules of work and objectives of the Academic Council are determined by the University Charter, "Model rules for the activities of the Academic Council of a higher educational institution and the procedure for its election" approved by the order of the acting Minister of Education and Science of the Republic of Kazakhstan dated November 22, 2007 №574, this Regulation and the current legislation of the Republic of Kazakhstan. The activities of the Academic Council are based on the openness of collective discussion of issues within its competence.


5.2. Goals and objectives

5.2.1. The goals of the Academic Council are:

- Creating the necessary conditions for students and teaching staff of the University in order to implement professional educational programs successfully;
- Providing financial support, strengthening the material and technical base of the University;
- Providing assistance further development of the University .

5.2.2. The Academic Council solves the following objectives:

- Approves the organizational structure of the University;
- Coordinates the educational activities of the University in accordance with the Law of the Republic of Kazakhstan "On Education", orders of the Ministry of Education and Science of the Republic of Kazakhstan, the state education standards, instructions and other regulatory documents;
- Makes decisions on all issues of organizing educational, methodological, educational and scientific activities;
- Approves the curriculum of educational programs and the schedule of the educational process for each academic year, as well as plans for scientific research for each calendar year;
- Makes decisions on the introduction (abolition) of educational programs within the framework of the existing curricula of specialties;
- Resolves issues of creation (abolition, reorganization) of academic, scientific and other units that have the status of structural units, in accordance with the regulations of the Republic of Kazakhstan;
- Reviews annual and long-term plans for the development of the University and hears the results of the academic year;
- Resolves issues of research and other activities of the University, as well as the

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development of international cooperation of the University;

- Considers issues of filling vacant positions of teaching staff, researchers, heads of academic departments;
- Reviews and approves Development Programs for the activities of the University, determines the concepts of the University development;
- Reviews and recommends for publication textbooks, teaching aids, educational and methodological developments and other scientific and methodological literature;
- Hears annual reports of the rector, vice-rectors, heads of structural divisions on the forms and methods of conducting educational, research, educational, financial, economic, information and international activities;
- Approves topics and scientific supervisors - consultants for master's and doctoral students on dissertation research;
- Makes decisions on all fundamental issues of organizing educational, research and economic activities of the university;
- Organizes control of the financial and economic activities of the University;
- Approves and awards honorary titles, scholarships and prizes;
- Considers issues of nominating awards for the University faculty and staff;
- Considers other issues of the current activities of the University that require a collegial decision.

5.3. Functions

The Academic Council:

- Makes decisions on the main issues of the University's activities in the field of educational, scientific and educational processes;
- Ensures the implementation of state programs in the field of education and science of the Republic of Kazakhstan.

5.4. Procedure for carrying out activities

5.4.1. The Academic Council organizes its work on the basis of:

- Approved work plan for the academic year.
- Regulations for the work of the Academic Council.

5.4.2. Meetings of the Academic Council are held at least once a month in accordance with the approved work plan for the corresponding academic year.

5.4.3. Meetings of the Academic Council are valid if at least 2/3 of its members are present. A member of the Academic Council must inform the chairman in advance about impossibility of attending a meeting for valid reasons.

5.4.4. Decisions of the Academic Council are considered adopted if the majority of the Academic Council members present at the meeting vote for them.

5.4.5. Decisions of the Academic Council are documented in a protocol, which is signed by the chairman and secretary of the Academic Council.

5.4.6. The decisions of the Academic Council are implemented by orders and instructions

of the Rector and come into force from the moment of their adoption.

5.4.7. The Chairman organizes a systematic check of the implementation of the decisions of the Academic Council and informs its members about this.

5.5. Composition and structure of the Academic Council

5.5.1. The Academic Council is created by the Rector's order.

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

5.5.3. The Academic Council of the University includes:

- by position: Rector, vice-rectors, secretary of the Academic Council, deans, directors, heads of structural divisions;
- by election at the general meeting of the university by secret ballot: teachers and staff, one representative each from students and graduates, as well as highly qualified specialists and leading scientists from other educational and scientific institutions.

A candidate is considered elected or recalled if more than 50% of those present at the meeting voted for him. In case of dismissal (expulsion) from the University, a member of the University Academic Council is automatically removed from its composition.

5.5.4. The Chairman of the Academic Council (hereinafter referred to as the Chairman) is the Rector. The chairman appoints a vice-chairman. In the absence of the chairman, his duties are performed by the deputy. The Chairman organizes the work of the Academic Council and ensures its activities in accordance with the legislation of the Republic of Kazakhstan and these Rules.


The Chairman of the Academic Council of the University:

- Conducts a meeting according to the approved agenda;
- Provides word for speeches;
- Signs protocols and decisions of the Academic Council;
- Convenes an extraordinary meeting of the Academic Council;
- Organizes interaction between the commissions of the Academic Council;
- Sends for preliminary consideration to the commission of the Academic Council materials, documents, draft decisions submitted to the meeting of the Academic Council of the University;
- Represents the Academic Council of the University in relations with government authorities, other external organizations and public associations;
- Resolves other issues of organizing the activities of the Academic Council in accordance with the University Charter and other regulatory legal acts.

5.5.5. The Academic Secretary is elected by the Academic Council and is responsible for maintaining the records of the Academic Council.

The Academic Secretary:

- Prepares documents for the meeting of the Academic Council;
- Notifies members of the Academic Council about the place, time of the meeting,

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agenda;

- Registers the present members of the Academic Council;
- Draws up protocols of meetings and extracts from decisions of the Academic Council.

5.6. Working bodies of the University Academic Council

5.6.1. To ensure its activities, the Academic Council of the University, by its decision, forms permanent and/or temporary commissions (hereinafter referred to as commissions) from among the members of the Academic Council in certain areas of the University's activities, defining their functions and composition.

5.6.2. The work of the commission is organized by the chairman, and in his absence, the deputy chairman of the commission, approved by the decision of the Academic Council of the University when creating the commission. Commission meetings are held whenever required.

5.6.3. On behalf of the chairman or Academic Secretary, the commissions preliminary discusses issues submitted for consideration by the Academic Council.

5.6.4. The commissions of the Academic Council decide on issues of organizing their activities, preliminary consider issues within their competence, and submit their substantiated recommendations on them to the Academic Council. The opinion of the commission is not mandatory for the Academic Council of the University to make a decision on this issue.

5.6.5. The quantitative and personal composition, chairmen of the commission and their deputies are approved by the Academic Council in open voting by a majority vote of the total number of members of the Academic Council.

5.6.6. To solve specific problems, the Academic Council can create temporary working groups. The functions, powers and composition of temporary working groups are determined by the Academic Council when they are created.

5.6.7. Based on the results of their activities, temporary working groups provide the Academic Council with a report on the substance of the issue in connection with which it was created.

5.6.8. Specialists, experts and interested parties can be involved in the work of temporary working groups.

5.7. Performance Assessment of the Academic Council

5.7.1. Conducting a performance assessment of the Academic Council is aimed at determining the degree of effectiveness of the Academic Council, the degree of involvement of the Chairman and members, the compliance of their work with the development needs of the University and identifying areas in which the activities of the Academic Council can be improved.

5.7.2. The decision to conduct an assessment is made by the Chairman of the Academic Council, based on the need to involve the Academic Council in the development of the corporate culture of the University. The decision determines the timing and method of assessment.

5.7.3. The assessment is comparative in nature with the assessment results for the previous period.

5.7.4. Members of the Academic Council fill out the questionnaire in accordance with Appendix 1.

5.7.5. The results of the assessment are summarized by the Chairman of the Academic Council and discussed at a meeting of the Academic Council. At such a meeting, the Academic Council members should conceptually discuss the work of each member, the Academic Council as a whole, identify factors that reduce the effectiveness of their work, and propose ways to improve and make adjustments to the work methods of the Academic Council.

5.7.6. The criteria for assessing the activities of the Academic Council and its members are:

- documentation and information support for the work of the Academic Council;
- corporate culture, composition, structure and work procedures of the Academic Council;
- the main values, role and tasks of the Academic Council;
- attendance, involvement and level of activity in discussions at the Council meetings.

5.7.7. The questionnaire is presented on 2 pages. Responses are sent to the email address of the Academic Secretary within 10 (ten) days from the date of announcement of the assessment.

5.7.8. The scientific secretary of the Academic Council consolidates the completed questionnaires into a single document for presentation to the Chairman of the Academic Council.

Appendix 1

The questionnaire is presented on 2 pages. The survey will take no more than 10 minutes. Answers must be sent to the email address of the Academic Secretary.

№	Do you agree with this judgment by selecting the answer "yes" or "no":	Answer: Yes/No
1	The agenda of the meetings of the Academic Council was drawn up taking into account the proposals of the Academic Council members	
2	The Academic Council members receive sufficient information on the agenda before the meeting of the Academic Council for informed decision-making and understanding of the most important issues and trends in the activities of the University	
3	The time at meetings of the Academic Council between members discussing the most important issues and reports is distributed correctly	
4	The quantitative and qualitative composition of the Academic Council meets the needs of the University	
5	The Academic Council effectively performs its functions under general guidance	
6	Members of the Academic Council devote sufficient time to studying the materials of the meetings of the Academic Council	
7	Members of the Academic Council have sufficient opportunity to communicate with the University officials, in addition to meetings of the Academic Council	
8	The Chairman of the Academic Council ensures an effective quality control of the work of the Academic Council, preparation and conduct of meetings of the Academic Council	

9. Please rate the level of your involvement in the work of the Academic Council (1 – very low, 2 – low, 3 – medium, 4 – high, 5 – very high): _____

10. Do you have any recommendations for improving the work of the Academic Council?

