**APPROVED**

**By Order of Board Chairman - Rector**

**of NpJSC "Astana Medical University"**

**from "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_2022 No. \_\_\_**

**REGULATIONS**

**ON THE ACADEMIC COUNCIL**

**R-AMU-131-22**

**Nur-Sultan city, 2022**

**PREFACE**

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| 1 | **DEVELOPED:** | Research Center |
| 2 | **IMPLEMENTED:** | Research Center |
| 3 | **APPROVED:** | Protocol No. \_\_\_\_ from “\_\_\_\_” \_2022 |
| 4 | **PUT INTO EFFECT:** | from “\_\_\_\_” \_2022 |
| 5 | **AGREED:** | Vice-Rector for Scientific Affairs  Vice-Rector for Clinical Affairs  Vice-Rector for Financial, Economic and Administrative Work  Director of the Department of Academic Activities  Director of the Clinical Activities Department  Director of the Department of Research Activities  Acting Director of the Internal Administration Department  Head of the Department of Legal Support and Organization of Public Procurement  Head of Accreditation and Rating Center |
| 6 | **REVIEW FREQUENCY**: as needed. | |

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**1. GENERAL PROVISIONS**

1.1. The Academic Council is a collegial and advisory body of the Non-Profit Joint Stock Company “Astana Medical University” (hereinafter referred to as the University).

1.2. The Academic Council is organized to consider current and strategic issues of the University’s activities, aimed at ensuring high quality training of specialists and development of scientific research.

1.3. The Academic Council in its activities is guided by the regulatory legal acts of the Republic of Kazakhstan in the field of healthcare, education and science, the Charter of the University and these Regulations on the Academic Council (hereinafter referred to as the Regulations).

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

1.4. The Chairman of the Academic Council is Board Chairman - Rector of the University.

1.5. The composition of the Academic Council is approved by order of Board Chairman - Rector of the University for a period of 3 years and consists of an odd number of members.

**2 MAIN PART**

2.1 Composition of the Academic Council

2.1.1 The Academic Council includes:

- Chairman of the Academic Council;

- Academic Secretary of the University;

- Deputy Chairman of the Academic Council - Vice-Rector for Scientific Affairs, acts as Chairman during his absence;

- Vice-Rector;

- Heads of departments, heads of structural divisions of the University, representatives of the teaching staff and leading scientists, also, by agreement, representatives of the Ministry of Health, external organizations whose activities are related to the work of the University, employers, as well as representatives from students and public organizations of the University can be included .

2.1.2 To carry out the operational activities of the Academic Council from among its members, as well as by attracting University employees on a voluntary basis, committees are formed under the Academic Council in the following areas (hereinafter referred to as the Committees):

- Academic Activities Committee;

- Committee on Scientific Activities;

- Clinical Activities Committee.

2.1.3 The composition of the Committees is formed on the recommendation of the Vice-Rectors and approved by order of Board Chairman - Rector of the University.

2.1.4 The functions of the Committees include preparing issues in relevant areas of the University’s activities for their subsequent consideration at a meeting of the Academic Council.

2.1.5 Upon dismissal, transfer to another place of work, expulsion of a member of the Academic Council and in other exceptional cases, he leaves the Academic Council, which is formalized by order of Board Chairman - Rector of the University. New members can be elected to vacant seats by order of Board Chairman - Rector of the University.

**2.2 Goals and functions of the academic council**

2.2.1 The goals of the Academic Council are:

1) creating the necessary conditions for students and teaching staff of the university in order to successfully implement educational and scientific programs, carry out clinical, innovative, methodological and educational work;

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2) promoting the development of academic, scientific and innovative, clinical, methodological and educational activities of the University.

2.2.2 The competence of the Academic Council includes:

- making decisions on the organization of academic, scientific and innovative, clinical, methodological and educational activities of the University;

- hearing reports on educational, educational and methodological, research, clinical and educational work, activities of structural units;

- determining the procedure for awarding scholarships to University students;

- planning and stimulation of educational work carried out by teaching staff;

- discussion of the results of the work of the University staff for the year and provision of recommendations for its improvement;

- discussion of plans for research work and plans for advanced training of teaching staff;

- consideration and submission for approval in the prescribed manner of cases of applicants for scientists and academic titles of professor and associate professor (associate professor);

- approval of topics and scientific supervisors-consultants for master’s and doctoral students on dissertation research;

- review and recommendation for publication of textbooks and teaching aids and educational and methodological developments;

- recommendation of candidates for personal scholarships from among the best excellent students;

- nomination for state awards and bonuses, honorary titles of employees and students at the University;

- annual review of the rules of admission to the University;

- consideration of other issues of the current activities of the University that require a collegial decision.

**2.3 Operating procedure of the Academic Council**

2.3.1 The work of the Academic Council is carried out in accordance with the annual work plan approved at the meeting of the Academic Council.

2.3.2 Meetings of the Academic Council are held at least once a month; an extraordinary meeting of the Academic Council can be convened by decision of Board Chairman - Rector of the University.

2.3.3 Chairman of the Academic Council:

1) carries out general management and directs the activities of the Academic Council;

2) holds meetings of the Academic Council according to the approved agenda;

3) organizes a systematic verification of the implementation of decisions of the Academic Council;

4) represents the Academic Council in relations with the Founder, public and other scientific organizations and their officials;

5) makes a decision on the date of the regular and extraordinary meeting of the Academic Council;

6) puts on the agenda of the meeting of the Academic Council issues that require prompt consideration;

7) resolves other issues of organizing the activities of the Academic Council in accordance with these Regulations, the Charter of the University and other regulatory legal acts of the Republic of Kazakhstan,

2.3.4 Scientific secretary:

1) develops a draft work plan for the Academic Council;

2) submits the planned agenda, date and place of the meeting for approval to the Chairman of the Academic Council;

3) notifies the members of the Academic Council of the place, time of the meeting, and agenda no later than 5 days before the meeting;

4) exercises control over the preparation of questions for the meeting of the Academic Council;

5) registers the members of the Academic Council present:

6) organizes voting;

7) draws up the minutes of the meeting of the Academic Council in the state and Russian languages, extracts from the minutes of the Academic Council,

8) ensures that the decisions of the Academic Council are communicated to executors;

9) ensures the storage of minutes of meetings of the Academic Council;

10) exercises control over the implementation of decisions of the Academic Council.

2.3.5 Proposals for adding additional issues (outside the work plan of the Academic Council) to the agenda of meetings of the Academic Council are submitted to the Scientific Secretary no later than 10 days before the date of the next meeting of the Academic Council in the form of a memo with justification and accompanying materials.

2.3.6 All issues raised at a meeting of the Academic Council are first considered at a meeting of the Committee in the relevant area.

2.3.7 Persons responsible for preparing the issue for the meeting of the Academic Council submit materials on the issue to the Committee no later than 10 days before the date of the Academic Council.

2.3.8 The Committee considers the submitted issue, if necessary, sends materials for revision or requests additional information. If there is a positive decision of the Committee on the proposed issue, the Committee, no later than 5 days before the date of the Academic Council, transfers the approved materials and the draft decision to the Scientific Secretary.

2.3.9 Persons responsible for the implementation of decisions are required to inform the Scientific Secretary within the time period established in the decision about the implementation of this decision or its non-compliance, indicating the reasons.

2.3.10 Before the start of the meeting, registration of members of the Academic Council is carried out.

2.3.11 The meeting begins with the approval of the agenda and rules of work (if necessary).

2.3.12 The Chairman of the Academic Council has the right to receive the floor to speak at any time.

2.3.13 If a speaker has exceeded the allotted time for speaking or speaks not on the issue under discussion, the Chairman of the Academic Council, after one warning, may deprive him of the floor.

2.3.14 The debate is terminated by decision of the Academic Council, adopted by the majority of the members of the Academic Council present.

2.3.15 After the cessation of debate, the speaker and co-rapporteur have the right to make closing remarks.

2.3.16 Before the start of voting, the Chairman of the Academic Council indicates the number of proposals to be put to vote and clarifies their wording.

2.3.17 The decision of the Academic Council on all issues under consideration is made by open voting by a simple majority of votes of the members of the Academic Council present. In case of equality of votes, the vote of the Chairman of the Academic Council is decisive.

2.3.18 When determining the presence of a quorum and voting results, the written opinion of a member of the Academic Council who is absent at its meeting is taken into account. The written opinion of the absent member of the Academic Council must be received by the Academic Secretary no later than the day preceding the date of the meeting of the Academic Council.

2.3.19 When conducting an open vote, the Chairman of the Academic Council votes last. When considering submissions for awarding academic titles, a secret vote is held in the manner prescribed by these Regulations.

2.3.20 Secret voting is carried out by submitting ballots.

To conduct a secret ballot and determine its results, a counting commission is elected from among the members of the Academic Council, which:

1) elects the chairman of the counting commission;

2) issues ballots for secret voting to members of the Academic Council against receipt;

3) in a separate room, opens the ballot box and counts the votes;

4) draws up and signs the minutes of the meeting of the counting commission based on the voting results.

The chairman of the counting commission reads out the minutes at the meeting of the Academic Council. The protocol is approved by open voting by a majority of votes of those present by a member of the Academic Council.

2.3.21 If any member of the Academic Council has a conflict of interest, this person notifies the Scientific Secretary about this, which is recorded in the minutes of the meeting of the Academic Council. In this case, this person does not take part in the decision-making of the Academic Council.

A conflict of interest of a member of the Academic Council is understood as a situation in which the personal interests of a member of the Academic Council may affect the impartiality of his participation in decision-making by the Academic Council,

2.3.22 Members of the Academic Council do not have the right to delegate to other persons their rights to vote at meetings of the Academic Council.

2.3.23 The Academic Council is competent to make decisions if at least 2/3 of its members are present at its meetings.

2.3.24 The meeting of the Academic Council is documented in minutes. The minutes of the Scientist's meeting are signed by the Chairman and the Scientific Secretary. The protocol states:

- time and place of the meeting of the Academic Council;

- those present at its meeting;

- agenda of the meeting;

- materials of speeches;

- decisions made and voting results on them.

2.3.25 Decisions of the Academic Council come into force after they are signed by the Chairman of the Academic Council.

2.3.26 Funds for expenses related to the activities of the Academic Council (reproduction and distribution of materials, stenographic recording of speeches at meetings of the Academic Council, translations, business services) are provided for in the estimate of income and expenses of the University.

**3 REVISION, CHANGES, STORAGE AND DISTRIBUTION**

3.1 Revision, modification, storage and distribution of these University Regulations are carried out in accordance with the requirements of the University standard “Document Management”.

3.2 The original of this University regulation is registered and stored in the accreditation and rating center.

3.3 A scanned version of this University regulation is placed on the University’s server computer in a shared folder.

3.4 Accounted copies of this University regulation are sent to all structural divisions.

**Approval sheet**

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| --- | --- | --- | --- | --- |
| **№** | **Job title** | **Surname** | **Date**  **coordination** | **Signature** |
| 1. | Vice-Rector for Research and Strategic Development | V.V. Koikov |  |  |
| 2. | Vice-Rector for Clinical Affairs | B.N. Kosherova |  |  |
| 3. | Vice-Rector for Financial, Economic and Administrative Work | B.I. Maradzhapov |  |  |
| 4. | Director of the Department of Academic Activities | Zh.K. Bukeeva |  |  |
| 5. | Director of the Clinical Activities Department | G.M. Akpolatova |  |  |
| 6. | Director of the Department of Research Activities | G.T. Tuleshova |  |  |
| 7 | Acting Director of the Internal Administration Department | B.Zh. Dosymov |  |  |
| 8 | Head of the Department of Legal Support and Organization of Public Procurement | M.E. Mergembaeva |  |  |
| 9 | Head of Accreditation and Rating Center | K.T. Zhilkibaeva |  |  |

**Change registration sheet**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Sheet (page) numbers** | | | | **Total**  **sheets** | **Number of the section, subsection, clause of the standard to which the changes relate** | **Signature of the person who made the changes** | **Date of change** |
| **Changed** | **Replaced** | **New** | **Canceled** |
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**Reference list**

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