

**КЕНЖЕҒАЛИ САҒАДИЕВ
АТЫНДАҒЫ ХАЛЫҚАРАЛЫҚ
БИЗНЕС УНИВЕРСИТЕТИ**



**KENZHEGALI SAGADIYEV
UNIVERSITY OF INTERNATIONAL
BUSINESS**

APPROVED

**By the Academic Council of UIB
named after Kenzhegali Sagadiyev
Protocol No. 6 dated 26.01.2024
Chairperson: A.M. Makhmetova**

REGULATION

ON THE ACADEMIC COUNCIL

**“KENZHEGALI SAGADIYEV UNIVERSITY OF INTERNATIONAL
BUSINESS” LLP**

Edition 6

Effective from the date of signing

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Document passport

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Approval	First Head of UIB
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Scope of application

This Regulation governs the legal status of the Academic Council of Kenzhegali Sagadiyev University of International Business LLP (hereinafter-UIB or University); defines the main activities, tasks, functions, structure and management, rights and obligations, and the working procedure of the Academic Council (hereinafter – AC UIB or Academic Council of the University).

The Academic Council of the Kenzhegali Sagadiyev University of International Business includes:

Academic Committee (executive and policy-making body for the development of Educational programs. *Appendix 1*). A meeting of the Committee is convened as needed.

Symbols and abbreviations

The following abbreviations are used in this Regulation:

Council – Academic Council,
Regulations – regulations on the Academic Council,
UIB- Kenzhegali Sagadiyev University of International Business,
TS – Teaching staff.

1 General provisions

1.1 The Academic Council is a form of collegial management of the Kenzhegali Sagadiyev University of International Business, which provides general management of the University.

1.2 The Academic Council is guided in its activities by the legislation of the Republic of Kazakhstan and this Regulation.

1.3 The activity of the Academic Council is based on transparency, collective discussion of issues within its competence.

1.4 Management and control over the activities of the Academic Council is carried out by the Chairman of the Academic Council of UIB.

1.5 The Academic Council is headed by the First Head of the University, who serves as the chairperson.

1.6 The membership of the Academic Council of the University is approved by an order of the First Head of the UIB.

1.7 The Academic Council is elected for a 3-year term and consists of an odd number of members. As necessary, the General meeting may make individual changes to its membership.

1.8 Changes in the membership of the Academic Council of the University may be made in connection with:

- 1) Resigning from the Academic Council of the University by submitting an application addressed to the Chairman of the University Administration (First Head of the University Administration);
- 2) Upon termination of the employment relationship between a member of the Academic Council of UIB and the University;
- 3) In connection with the dismissal from the university;
- 4) A decision to change the composition of the Academic Council of the University;
- 5) Other grounds provided for by the legislation of the Republic of Kazakhstan.

2. Objectives of the Academic Council and main Tasks

2.1 *The main goal* of the Academic Council, according to the University Development Program (Strategy), is "Development of continuous education for achieving academic excellence of the UIB".

2.2 *The main tasks* of the Academic Council are:

- Creating the necessary conditions for students and teaching staff of the University in order to successfully implement educational programs (EP) and the University Development Program (Strategy);
- Providing financial support, strengthening the material and technical base of the University;
- Assistance to further development of the University.

3. Functions of the Academic Council

The Academic Council, while implementing its main tasks, performs the following functions:

- 3.1 Approval of changes and additions made to the University structure;
- 3.2 Determining and submitting proposals to the meetings of the University staff on the adoption of amendments and additions to the University Charter;
- 3.3 Creation, reorganization, and/or termination of the activities of educational and scientific subdivisions of the University (departments, centers, directorates, research institutes (RIs), chairs, faculties, etc.);
- 3.4 Defining the concept, approving the University's policy and development goals;
- 3.5 Approval of the University's logo;
- 3.6 Making decisions on all fundamental issues related to the organization of educational, research and economic activities of the University;
- 3.7 Hearing the annual reports of the First Head of the University, vice-rectors, heads of structural divisions on the forms and methods of conducting educational, research, educational, financial, economic, informational and international activities;
- 3.8 Review and make recommendations for publishing monographs, textbooks, manuals, and teaching materials;

3.9 Approval of dissertation topics and academic supervisors (consultants) for Master's and PhD students;

3.10 Organization of control over the financial and economic activities of the University;

3.11 Determining the procedure for using extra-budgetary funds, as well as directions for reinvesting income received by the University through the provision of paid educational services;

3.12 Approval and awarding of honorary titles, scholarships, and awards;

3.13 The order of establishment and operation, composition and powers of Academic Councils of faculties of educational centers of the University;

3.14 Consideration of issues related to the reorganization and/or termination of the University's activities;

3.15 Approval of the working curriculum, academic calendars, the schedule of the educational process (dates of classes, practical training), and making amendments to them.

3.16 Consideration of issues related to the state and improvement of educational work among students and undergraduates;

3.17 Consideration, in accordance with the existing license, of proposals for the control figures for admission (enrollment quotas) for the list of programs (educational programs) for which Bachelors, Masters, PhD candidates, retraining, and professional development of personnel are carried out.

3.18 Resolution of issues concerning the involvement of PhD doctors in scientific consultation in the relevant field;

3.19 Decisions on the terms of study in a higher educational institution for persons with secondary vocational education of the corresponding profile or higher vocational education of various levels, as well as for persons who are able to fully master the main educational program of higher professional education in the form of an external course;

3.20 Making decisions on the development and improvement of scientific personnel training through master's and doctoral programs;

3.21 Consideration of the possibility of organizing training in basic and additional professional education programs applied for licensing;

3.22 Approval of the regulations on the procedure for forming thematic research plans, conducting, reporting on the implementation of research, as well as accepting research results;

3.23 Consideration of other issues of the University's current activities that require a collective decision.

4. Procedure for organizing the work of the Academic Council of the University

4.1 General information

4.1.1 Meetings of the Academic Council are held in accordance with the approved work plan at least once every 1 month, with the exception of the summer vacation period.

4.1.2 The plan is submitted by the President (Rector) for approval by the Academic Council. Each member of the Academic Council has the right to include questions in the draft work plan of the Academic Council.

4.1.3 The work plan of the Academic Council is reviewed and approved at the first meeting and distributed to all members of the Council.

4.1.4 The Chairman of the Academic Council organizes the work of the Academic Council and ensures its activities in accordance with the legislation of the Republic of Kazakhstan and this Regulation.

4.1.5 Representatives of state bodies, public organizations, industry specialists, employees of relevant services and departments, divisions, etc. may be invited to attend the meeting of the Academic Council. Decisions taken are brought to the attention of staff and students, and can be covered in the mass media, including the university newspaper.

4.1.6 Meetings of the Academic Council are valid if they are attended by at least 2/3 of the members of the Council. A member of the Academic Council must inform the Chairman of the Academic Council in advance if it is impossible to attend the meeting of the Academic Council for valid reasons. If a member of the Academic Council is absent for more than half of the meetings, the Chairman of the Academic Council may apply to the Academic Council of the University with a request to recall this member of the Academic Council and call new elections.

4.1.7 The agenda and rules of procedure are approved by a simple majority of votes of the members of the Board present.

4.1.8 Decisions are made on the issues on the agenda of the Academic Council meetings. A decision is considered adopted if more than 50% of the council members present at the meeting voted for it.

4.1.9 The decision of the Academic Council on awarding academic titles is made in accordance with the established procedure approved by the Academic Council of the University

4.2 Procedure for preparing questions at the meeting of the Academic Council

4.2.1. To prepare for consideration of issues on the agenda of the Academic Council, the speaker submits materials of his speech at the meetings of the commissions determined by the work plan of the Academic Council no later than 10 days before the meeting, with the aim of preliminary listening and preparing a draft decision on this issue.

4.2.2. The Chairman of the commission, who prepares the issue for consideration at the council meeting, may express the opinion of the commission when discussing this issue.

4.2.3. No later than 15 days prior to the Academic Council meeting, the Academic Secretary must be given the report and the draft resolution for the matter under consideration. In case of disagreements between the commission and the speaker

regarding the draft resolution, the matter, prepared jointly by the speaker and the commission, may be discussed at a meeting with the First Head of the UIB.

4.3 Voting and decision-making procedures

4.3.1. Voting can be open or secret. Secret voting is conducted in accordance with the established procedure approved by the Academic Council of the University.

4.3.2. Decisions are considered adopted if a majority of those present at the meeting voted for them (unless otherwise provided).

4.3.3. Decisions of the Academic Council shall enter into force after being signed by the President (or Rector/Head) of the University. Decisions of the Academic Council on all matters of academic, administrative (economic), and scientific activities are adopted by open voting with a simple majority of votes.

4.3.4. Secret voting is conducted on the following matters:

- on early elections of the Academic Council of the University;
- about applying for the academic titles of associate professor and professor;
- other issues stipulated by the relevant regulations and other regulatory documents.

4.3.5. To conduct the secret voting and tally its results, the Academic Council elects a Counting Commission consisting of three to five members of the Academic Council by open voting. Secret voting may be electronic voting. The Counting Commission elects a Chairperson from among its members. A member of the Academic Council whose candidacy is being voted on cannot be included in the Counting Commission. Each member of the Academic Council is issued one ballot for secret voting.

4.3.6. Ballots are issued against the signature on the attendance list of the Academic Council members. Upon completion of the voting, the Counting Commission opens the ballot box, determines the number of valid and invalid ballots, and counts the votes cast "for" and "against." The minutes of the Counting Commission on the results of the secret voting are signed by all members of the commission and read out at the Academic Council meeting. The approval of the Counting Commission's minutes is carried out by the Academic Council by a simple majority of votes in an open vote.

4.3.7. The Secretary of the Academic Council does not have the right to vote in the voting and decision-making process.

4.3.8. The Academic Council meeting is formalized by minutes (protocol) prepared by the Secretary of the Academic Council.

4.3.9. The minutes are signed by the Chairman and Secretary of the Academic Council.

4.3.10. Decisions adopted by the Academic Council are attached to the protocol. Decisions of the Academic Council on procedural issues should also be reflected in the minutes of the meeting.

4.3.11. The decision of the Academic Council is signed by the Chairman and Secretary of the Academic Council and communicated to the executors and members of the Academic Council within no more than one week.

4.3.12. The Chairman of the Academic Council organizes a systematic review of the implementation of decisions of the Academic Council and informs the members of the Academic Council about the implementation of the decisions taken.

5. Relationships with other structural subdivisions

5.1 The activity of the unified structure of the Academic Council is based on an unbroken connection with all departments and divisions of the University. The effectiveness of the Academic Council's work and the academic level of the developments are determined, first and foremost, by the qualified scientific leadership of the faculty and teaching staff."

5.2 The Academic Council carries out its activities in close contact with the Educational and Methodological Council and the Scientific Committee, and holds joint events if necessary.

6. Rules and responsibilities of Council members

6.1 Council Members have the right to submit proposals for the Council meeting agenda; to receive information on current issues placed on the Council meeting agenda; to record a dissenting opinion in the final documents; and to monitor the implementation of the Council's decisions."

6.2 Members of the Council must inform the Chairman of the Council in advance if they are unable to attend a meeting for valid reasons. If a Council member is absent from more than half of the meetings during the year, the Chairman of the Academic Council has the right to appeal to the Academic Council with a request to recall that member and schedule new elections."

*Appendix 1***Academic Committee**

The Academic Committee of the Kenzhegali Sagadiyev University of International Business is an active advisory body for Bachelor's and Master's degree programs.

The Academic Committee is formed on the initiative of the Educational and Methodological Council (UMS).

The task of the Academic Committee is to prepare proposals for strengthening the link between training and practice, competent examination of MOPrograms, QED, WC plans, WCprograms (Syllabi) of educational programs, and studying the feedback of employers and graduates.

The Academic Committee of UIB is guided in its activities by the decisions of the Academic Council of UIB, Internal Regulations, orders and orders of the Rector, and present Regulations.

Purpose and functions of the Academic Committee

The purpose of the Academic Council is to create an effective system for managing the quality of education at UIB. Determining and selecting the most effective content and forms of the educational process in accordance with modern market requirements.

The functions of the Academic Committee include:

- Assessment of the current state of the content of the EP, as far as it corresponds to reality;
- Analysis of all EP parameters: goals, competencies, expected results and evaluation of the overall effectiveness of the program;
- Development of recommendations for the implementation of author's practical courses;
- Informing faculty and university staff about changes in market dynamics and workforce needs
- Develop cooperation and improve understanding of the EP among employers;
- Facilitate the organization of meetings, contests, competitions and special presentations necessary for the needs of the OP;
- Find invited speakers and teachers for EP programs.
- Development of recommendations on WC programs (Syllabi), teaching technology and technical support of the educational process, taking into account the trend of business education.