

**КЕНЖЕҒАЛИ САҒАДИЕВ
АТЫНДАҒЫ
ХАЛЫҚАРАЛЫҚ БИЗНЕС
УНИВЕРСИТЕТІ**



**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 SCIENTIFIC COMMITTEE

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

EDITION 5

Effective from the date of signing

Almaty, 2024

CONTENTS

Document passport.....	3
Approval sheet.....	4
1. General provisions.....	5
2. Regulatory references.....	5
3. Main tasks.....	5
4. Functions	6
5. Organizational structure	7
6. Powers and responsibilities	8
7. Responsibility.....	9
8. Interaction with other structural divisions	9
9. Liquidation of division	9

Document passport

Document type	Regulations
Document name	Regulation on the Scientific Committee
Purpose of the document	Description and regulation of the Scientific Committee's activities: tasks, functions, powers, interaction
Development	Director of the Research Department
Approval	Vice-Rector for Science, Head of the Quality Assurance Center, Chief Accountant Legal Adviser
Approval of the Ministry of Education and Science	First Head
Document executors	Members of the Scientific Committee, Departments
Monitoring of implementation	Vice-Rector for Science
Appendices to the document	No
Exceptions	No
Regulatory references	<ul style="list-style-type: none"> – Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (<i>with amendments and additions</i>) – Law of the Republic of Kazakhstan " On Science " dated 18.02.2011 No. 407-IV (<i>with amendments and additions</i>); – Standard rules for the activities of organizations of higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657) (<i>with amendments and additions</i>).
Holder of the original	QAC

Approval sheet

The regulation has been approved by:

Vice-Rector for Science
Nurgalieva K. O. _____

" ___ " _____ 2024

Head of the Quality Assurance Center
Kabdessov K. T. _____

" ___ " _____ 2024

Director of the Accounting and Finance Department
Khasanova M. G. _____

" ___ " _____ 2024

Legal Adviser
Alibekova A. K. _____

" ___ " _____ 2024

Developed by:

Head of the OYHI
Zhusupova Zh. M. _____

" ___ " _____ 2024

Edited and designed by:

Project manager of the QAC
Duzbaeva R. M. _____

" ___ " _____ 2024

1. General provisions

1.1. The Scientific Committee (hereinafter referred to as SC) of Kenzhegali Sagadiyev University of International Business LLP (hereinafter referred to as the University or UIB) is organized to ensure the operational activities of the Academic Council for evaluating the results of research work (hereinafter referred to as SRW) at UIB.

1.2. The Scientific Committee is authorized to make decisions on all issues related to improving the organization of scientific activities of the University, improving the quality and efficiency of research work.

2. Regulatory references

2.1 This Regulation is developed on the basis of and in accordance with the following regulatory documents:

-Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (*with amendments and additions*)

-Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV "On Science" (*with amendments and additions*).

- Standard rules for the activities of organizations of higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657) (*with amendments and additions*).

-Charter of UIB LLP;

-Academic policy of UIB LLP;

-Internal regulations;

-Present regulation

3. Main tasks

The main tasks of the Scientific Committee are:

3.1. Organization, coordination and expert evaluation of the research activities of the UIB.

3.2. Identification of promising areas of UIB's scientific work and organizational measures for its improvement, including the Research Oriented Study program.

3.3. Discussion of annual and long-term work plans for the main scientific areas of the UMB's activity, determination of tasks, forms and methods of implementing scientific achievements in practical activities.

3.4. Review of plans, programs, as well as reports on practical, research and methodological work of the heads of the structural divisions of the UIB.

3.5. Determination of the prospects of scientific development of structural divisions and the UIB as a whole.

3.6. Consideration of issues related to the participation of UIB in the implementation of international and domestic scientific and practical grant projects.

3.7. Evaluation of the results of research trips of employees based on the submitted reports.

3.8. Consideration of issues of scientific and informational, patent and licensing, staffing, material, technical and financial support for research and practical work in the field of UIB activities.

3.9. Review of matters concerning current and long-term training and professional development of employees, the management reserve pool, and working with young specialists."

3.10. Nominating candidates to fill vacant managerial positions of employees.

3.11. Review of proposals regarding the participation of UIB in forums, conferences, symposiums, and exhibitions."

3.12. Discussion of plans and consideration of applications for the publication of manuals, monographs, textbooks and other publications of UIB employees in the press.

3.13. Review and approve prospective professional development plans for young professionals.

3.14. Organization and conduct of the competition within the framework of the UIB Students scholarship program' Research Team (hereinafter referred to as the Contest), determining the winners and prize-winners.

3.15. Consideration of proposals for the submission of scientific achievements for display at exhibitions, as well as for approval and application for the nomination of scientific works and performers for state, personal and other awards, for scientific achievements, scholarships and honorary titles.

3.16. Review and approval of dissertation topics for applicants, as well as the candidacies of supervisors (consultants) for dissertations submitted for the Doctor of PhD degree.

4. Functions

The main functions of the Scientific Committee are:

4.1 Determination of the main directions of the UIB's research activities.

4.2 Monitoring the implementation of research projects, including international research projects and the Research Oriented Study program.

4.3 Evaluation of the results of R&D and proposals for their implementation in practice

4.4 Comparative analysis of the current state of domestic and foreign scientific research in the main areas of UIB's scientific activity;

4.5. Organizational and methodological support of the competition under the UIB Students Scholarship program' Research Team (hereinafter referred to as the Competition), the order of participation of students in the Competition and determining the winners and prize-winners.

4.6 Participation in organizing and conducting national and international conferences, symposia, seminars, and schools.

4.7 Hearing reports of heads of departments, deans on the progress of research work.

4.8 Coordination of activities aimed at establishing direct scientific relations with Kazakhstani and foreign research organizations.

5. Organizational structure

5.1. The Scientific Committee of UIB is headed by the Chairperson.

5.2. The Chairperson of the UIB Scientific Committee manages the activities of the Scientific Committee and is personally responsible for the performance of the tasks and functions assigned to the Scientific Committee.

5.3. The UIB Scientific Committee elects the Vice-Chairman and Secretary of the Scientific Committee from among its members.

5.4. The Deputy Chairman of the UIB Scientific Committee must hold an academic degree of Doctor of Science (Doktor Nauk), Candidate of Science (Kandidat Nauk), or PhD, and shall perform the duties of the Chairman during the latter's absence."

5.5. The Secretary of the Scientific Committee is elected from the Committee.

5.6. The Secretary of the Scientific Committee performs the following functions:

- preparation of schedule plans for Scientific Committee meetings;
- preparation of materials for the Scientific Committee meeting;
- notification of members of the Scientific Committee on the date and time of the meeting of the Scientific Committee;
- registration of decisions of the Scientific Committee;
- organization of storage of materials of the Scientific Committee's work.

5.7. The personal composition (or personnel) of the Scientific Committee is approved by order of the UIB President."

5.8. The Scientific Committee consists of:

- UIB employees selected at the general management meeting;
- UIB employees (staff) who are members by virtue of their position: deans, their deputies (or vice-deans/associates), and heads of departments.

- for the purpose of professional and qualified consideration of issues within the competence of the UIB Scientific Committee, at the suggestion of members of the Scientific Committee, specialists with the scientific degree of Doctor (Candidate) of Sciences, PhD, academic title of professor, as well as other officials and scientists who do not work in the UIB may be included in its composition.

5.9. By-elections to the Scientific Committee to replace retired members are held at a meeting of the Scientific Committee.

5.10. The UIB Scientific Committee is competent to make decisions if at least 2/3 of its members are present at the Committee meeting. Decisions shall be adopted by

open ballot with a simple majority of votes, which must be confirmed by an attendance sheet bearing the signatures of the Scientific Committee members. In the event of a tie vote, the Chairman of the Scientific Committee shall cast the deciding vote. The proceedings of the Scientific Committee meeting shall be documented in minutes, which are to be kept as a strictly accountable document. The minutes shall be signed by the Chairman of the Scientific Committee (or the Deputy Chairman) and the Secretary of the Scientific Committee."

5.11. Draft decisions of the UIB Scientific Committee are prepared by those responsible for preparing the issue and the Secretary of the Scientific Committee. The decision of the Scientific Committee comes into force after it is approved by the Chairperson of the Scientific Committee of UIB.

5.12. The annual report on the work of the UIB Scientific Committee is prepared by the Secretary of the Scientific Committee and approved by the Chairperson of the Committee.

6. Powers and responsibilities

To perform its assigned functions, the Scientific Committee has the following rights:

- 6.1. Make decisions within the limits of their authority.
- 6.2. Make suggestions to the management of UIB on:
 - promote priority development of relevant scientific research;
 - termination of research on non-promising research projects and programs;
 - conducting a comprehensive audit of the activities of the UIB's structural divisions;;
 - development of scientific and business cooperation with research organizations, bodies and institutions of Kazakhstan and foreign countries.
- 6.3. Request and receive, in accordance with the established procedure, the necessary information from the heads of structural divisions of the UIB on the progress of research.
- 6.4. Listen to scientific supervisors and responsible executors of research projects at the meeting of the Scientific Committee of the UIB.
- 6.5. Involve specialists who do not work in the UIB in accordance with the established procedure for professional and qualified consideration of issues within the competence of the Scientific Committee.
- 6.6. Consider priority research projects submitted for competitive financing (tenders, grants, etc.).
- 6.7. Monitor the use of financial and technical resources allocated to the structural divisions of the UIB for research and implementation of their results.
- 6.8. To petition superior organizations for the nomination of scientific works and their performers for state and other prizes, state awards, and for the conferment of

honorary titles on UIB employees, and to support petitions for the nomination of employees of other organizations for the conferment of honorary titles.

6.9. Exercise control over the organization, quality and progress of research work at departments and research teams.

7. Responsibility

The UIB Scientific Committee is responsible for:

7.1. the validity of the direction and content of research, the correctness of the choice of the main areas of research and development, taking into account the tasks set, the amount of budget funding, as well as the level achieved in domestic and joint foreign works;

- for an objective assessment of the results of work performed;
- for the validity of recommendations for the implementation and implementation of scientific results in practice;
- for performing in full the tasks and functions defined in these regulations.

8. Interaction with other structural units

8.1 The Scientific Committee of the UIB carries out its activities in cooperation with other departments of the UIB.

8.2 The UIB Scientific Committee interacts with all departments on the following issues: technical support of the research process; information and financial advice.

9. Liquidation of the unit

9.1 The UIB Scientific Committee is established and abolished by order of the UMB President."