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"Approved"  
 By order of the Chairman  
Executive Board-Rector  
№ 1.2-3/32-N dated  
25.01.2024g.

INTERNAL REGULATORY DOCUMENTS

**PROVISION**

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**ABOUT THE SCIENTIFIC AND TECHNICAL COUNCIL OF S.  
 SEIFULLIN KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY**


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**PSTCIRD 03.3000-2023**

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**ASTANA 2024**

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## **Introduction**

**1 DEVELOPED AND SUBMITTED** by the working group together with the Quality Committee

(name of the structural division that developed the regulations)

**2 REVIEWED** by the Academic Council extract from Protocol №6 of 28.12.2023

**3 APPROVED AND PUT INTO EFFECT** by the order of the Chairman

(official approving the document)

Board of Directors-Rector dated № 1.2-3/32-N dated 25.01.2024.

(name, date and number of the approving organizational and administrative document)

## **4 DEVELOPERS**

- Director of the Department of Science and Innovation

- Associate Professor, PhD, BulkhairovaZh. S.

academic degree, academic title, full name

- Manager of the Department of Science and Innovation-Alzhaparova A. A.


academic degree, academic title, full name

**5 THE FIRST VERIFICATION PERIOD**  
**VERIFICATION PERIODICITY**

2028


5 years

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## 1 Scope of application

1.1 The Scientific and Technical Council (hereinafter referred to as the STC) is a consultative and advisory body of the university in the field of formation and practical implementation of research and innovation activities.

1.2 In its activities, NTS is guided by the Law of the Republic of Kazakhstan dated February 18, 2011 "On Science", the Law of the Republic of Kazakhstan" On Education "03.07.2013 № 121-V, other regulatory and legislative acts in the field of science and commercialization, as well as the University Charter and this regulation.

1.3 This Regulation on the Scientific and Technical Council of S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the Regulation) defines the procedure for organizing the work of the Council and its powers.

## 2 Normative references

This regulation uses references to the following regulatory documents:

SO IRD 01.1011-2020 Internal regulatory documents. The organization's standard. General requirements for the construction, presentation, and execution of internal regulatory documents.

DP IRD 01.1007-2023 Internal regulatory documents. Documented procedure. Document management.


## 3 Designations and abbreviations

The following abbreviations are used in this Regulation:

- NCJSC «S.SeifullinKATRU»- NCJSC «S.Seifullin Kazakh Agro Technical Research University»;
- STC –Scientific and technical Council;
- QC –Quality Committee.
- IRD - Internal regulatory documents.
- TS – teaching staff;
- RI – research institute;
- R & D - research and development activities;
- R &W– research work;
- RSTC –regulation of the Scientific and Technical Council;
- SGES – the state general education standard.

## 4 Responsibilities and powers

4.1 Responsibility and authority for the development of the Regulation, its approval, approval, registration, and entry into force are distributed as follows:

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- a member of the Management Board-Vice-Rector for Research and Innovation and Director of the Department of Science and Innovation-is responsible for the development of the Regulation, namely for its content, structure, design, approval and implementationдиректордепартаментанаукиииноваций;

- the draft regulation must be approved by the Member of the Management Board - Vice-Rector for Operations, Member of the Management Board-Vice-Rector for Research and Innovation, Director of the Department of Science and Innovation, Director of the Legal Service, Chief Manager of the Quality Committee. which are marked in the " Approval List "(Appendix A);

- the Director of the Department of Science and Innovation submits the draft Regulation for registration to the Quality Committee (further- QC), QC draws up the original, collects signatures of authorized persons who carry out approval;

- the Regulations are approved by the Chairman of the Management Board-Rector ;

- simultaneously with the approval of the Regulation, the representative of QC prepares an order to put it into effect, which is also approved by the Chairman of the Management Board-the Rector of NCJSC «S.Seifullin KATRU».

The head of the department is responsible for bringing the approved Regulations to the attention of the relevant university employees. The record of familiarization should be made in the " Familiarization Sheet "(Appendix B).

4.2The process manager is a member of the Management Board - Vice-Rector for Research and Innovation

4.3The input to the process is: SO IRD 03.3003-2020 The procedure for organizing scientific activities in NCJSC «S.Seifullin KATRU», PSTC IRD - 02.2037-2020 research work of PhD students, PNRRDGNI 03 3007-20-2020 on the research work of students.

4.4The output of the process is the STC protocol.

## **5 General provisions**


5.1The main objectives of the STC are:

5.1.1Consideration of issues related to scientific and (or) scientific-technical, innovative activities of the university, development of proposals and recommendations for its improvement;

5.1.2.1.2 Assistance in the implementation of priority areas of scientific, scientific-technical and innovative activities of the Republic of Kazakhstan, determined by the President and the Government of the Republic of Kazakhstan;

5.1.3.review and approve strategic and current plans for scientific and innovative activities of the university;

5.1.4 Consideration of issues of interaction of the University with other scientific organizations, higher educational institutions in the formation and

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implementation of the unified state scientific and technical policy of the Republic of Kazakhstan;

5.1.5 Study and development of proposals for improving the scientific and development work of the University;

5.1.6 Consideration of issues related to the development of innovative activities of the university, promotion of their commercialization;

5.1.6 Consideration of issues related to the development of innovative activities of the University, promotion of their commercialization;

5.1.7 Consideration of issues and development of recommendations on the popularization and promotion of the results of scientific and scientific-technical activities of the University;

5.1.8 Promotion of international cooperation in the field of scientific, scientific, technical and innovative development of the University;

5.1.9 Development of proposals to improve the efficiency of scientific, scientific, technical and innovative activities of the University and its structural divisions (scientific laboratories, centers, design bureau).

5.1.10 Assistance in training scientific personnel and improving the scientific qualifications of teaching staff.

5.1.11 Monitoring and analysis of trends in science and innovation, as well as identification of new promising areas and technologies for further development of the University.

5.1.12 Assessment and development of infrastructure for scientific research, including laboratories, equipment and information resources.

5.1.13 Consideration of issues of financing scientific research, including internal grant financing of research works of young scientists, their optimization, including the search for external financial research and innovative projects.


5.2 In order to implement the tasks set, the NTS carries out:

5.2.1 Discussion and development of recommendations on the main directions of the University's activities in order to implement priority tasks, directions of scientific, scientific, technical and innovative activities determined by the Higher Scientific and Technical Commission under the Government of the Republic of Kazakhstan;

5.2.2 Consideration of scientific concepts, proposals for scientific and (or) scientific and technical development programs, legislative and other normative acts in the field of science and commercialization of its results;

5.2.3 Consideration and development of recommendations for the approval and implementation of the University's R&D plans, practical implementation of their results, publications of scientific papers;

5.2.4. Hearing and approving reports on the results of research activities of faculties, heads of scientific laboratories and centers, design bureau, chairman of the Council of Young Scientists, individual researchers and develops recommendations

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to eliminate deficiencies;

5.2.5 Discussion of issues and making recommendations on improving the management of the University's research and development, as well as on the effective use of financial resources for R&D;

5.2.6 Consideration of issues of cooperation with other scientific organizations, higher educational institutions;

5.2.7 Discussion of issues of international cooperation of the University, monitoring of the implementation of scientific research conducted jointly with foreign organizations: listening to reports of the Faculty of the University on foreign scientific trips;

5.2.8 Discussion of issues and making recommendations on the training of scientific and scientific-pedagogical personnel; advanced training and internship of scientific personnel;

5.2.9 Submission to the Academic Council: 1) scientific works, scientific discoveries and inventions of university staff, for State and other prizes of the Republic of Kazakhstan; 2) candidates for awarding state awards and honorary titles of university teaching staff who have contributed to the development of science;

5.2.10 Consideration of candidates of scientists recommended to the National Scientific Councils;

5.2.11 Recommendations for the publication of scientific works by individual authors and teams;

5.2.12 Implementation of other functions in accordance with the State Standard of the Republic of Kazakhstan №1080 approved on 08.23.2012;

5.2.13 Consideration and nomination for approval by the Academic Council of the University of the topics of doctoral (PhD) dissertations of doctoral students of the NCJSC "S.Seifullin KATRU";

5.2.14 Approval of topics and consultants of doctoral students (PhD);

5.2.15. Annual hearing of reports of doctoral students on research and development for the academic year


5.3 The staff of the STR is approved by the head of the University for a period of 2 (two) years. It is possible to replace the members of the NTS for objective reasons.

5.4 The Chairman of the STR is a member of the Management Board -the Vice-Rector for Science and Innovation, in his absence – the Deputy chairman from among the members of the STR, appointed by the chairman.

5.5 The STC meeting is held as necessary, but at least 1 (one) time per month. The STC makes decisions if at least 2/3 of its members from the total number of STC members are present at the meeting, with the obligatory participation of the Chairman or Deputy of the NTS.

5.6. It is allowed to hold a meeting of the STC in the form of absentee voting (hereinafter Absentee voting) of the STC members. Absentee voting in the STC is



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used in cases where it is impossible to hold in-person voting with the participation of all members of the STC, in cases where there is no quorum at the general meeting or there is a need for prompt collective decision-making. Absentee voting is conducted by means of a questionnaire by sending all necessary materials and documents for making and documenting decisions to the e-mail of the Chairman/members of the STC. The signed documents are sent in scanned form to the e-mail address of the secretary of the STC with the subsequent mandatory transfer of the original.

5.7. Decisions taken by absentee voting have the same force as decisions taken by face-to-face voting at regular and extraordinary meetings of STC members.

5.8 The decisions of the STC are considered adopted if more than half of the members of the STC who participated in the meeting voted for them. Decisions are made by open voting, in the absence of a decision by the STC to hold a secret ballot.

5.9 The decisions of the STC are advisory in nature and come into force after approval by the Chairman of the STC.

## **6 Organization of NTS activities**

6.1 The Council is headed by the Chairman.

6.2 The Chairman of the Board:

- provides general management of the work of the STC;
- chairs meetings of the STC;
- approves the STC work plan.
- convenes STC meetings;
- gives instructions to the members of the STC on issues related to the work of the Council;
- approves STC decisions.

6.3 In the absence of the Chairman, his functions are performed by the Vice-Chairman.


6.4 STC Secretary:

- formulates the draft agenda of STC meetings;
- organizes the preparation of materials for STC meetings, as well as draft protocol decisions;
- notifies the members of the STC about the place and time of the event, as well as organizes the sending of relevant materials and the agenda of STC meetings;
- if necessary, provide extracts from the minutes of STC meetings.

6.5 The STC work plan is developed by the Department of Science and Innovation of the University on the basis of prospective and current tasks of scientific and innovative development of the university, proposals of members of the STC, faculties and submitted for approval to the Chairman of the STC.

6.6 Decisions of the STC are made by a majority vote. If the votes are equal, the Chairman's vote is decisive.



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6.7 The list of issues to be considered at the next meeting is approved by the Chairman of the STC no later than 10 days before the meeting of the STC.

6.8 The provisional agenda and materials of the regular meeting of the STC shall be sent to the members of the STC by the secretary no later than 5 calendar days before the start of the meeting simultaneously with the notification of the upcoming meeting.

6.9 The decisions of the STC are formalized by a protocol signed by the Chairman

## **7 Final provisions**

The Scientific and Technical Council is created and abolished by the order of the Chairman of the Management Board-the Rector.

## **8 Procedure for making changes**

8.1 Amendments to the Regulation are made only with the permission of a Member of the Management Board-the Vice-Rector for Operations, and are necessarily documented with his (their) signature. The sheets removed from the amended version of the provision are stored with a document authorizing the introduction of changes.

8.2 Changes are made, as well as approval of the regulation is made in accordance with the requirements of DP VN 01.1006-2023 in paragraph 8.4.1.


8.3 Changes to the regulation are made by a senior QC manager with an obligatory mark in the "Change Registration Sheet"

## **9 Xwounding and mailing**

9.1 Responsibility for the transfer of the approved regulation (original) for storage in the QC is borne by the head of the developer division.

9.2 Responsibility for storage and distribution to the STC units is assigned to the QC

9.3 RSTC are registered in electronic format in the electronic document management system "WORKSPACE" and sent to all divisions.


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Appendix A  
(required)

F. 1. 01-01

Approval sheet

Position	Full name	Date	Signature
Member of the Management Board- Vice-Rector for Operations			
Member of the Management Board - Vice-Rector for Research and Innovation			
Director of the Department of Science and Innovation			
Director of the Legal Service			
Chief Manager of QC			


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### Appendix B (required)

F. 1. 01-02

### Introduction sheet

Position	Full name	Date	Signature

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**Appendix B  
(required)**

F. 1. 01-03

**Change Registration Sheet**

Sheet				numbers No of the notice based on which the change	was made FULL name of the person whomade the change	Signature of the person who made thechange	Date of making changes
changed	replaced	new	canceled				
1	2	3	4	5	6	7	8



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### Appendix D (required)

F. 1. 01-04

### Periodic inspection accounting sheet

Date of verification	Full name of the person who performed the verification	Signature of the person who performed the verification	Wording of comments
1	2	3	4