

“Approved”
By Order of the Chairman of the Board
No. 233-N of 11.05.2020.
Reissued
by the Order of the Chairman of the Board-Rector
No. 342-N of 21.09.2023

INTERNAL REGULATIONS

SITUATION

FACULTY COUNCIL

PSF VND 01.1004 – 2023

Ex. _____

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Preface

1 DEVELOPED AND INTRODUCED by the working group together with the Quality Committee

name of the structural unit that developed the PSF

2 REFORMED by the Quality Committee in accordance with the Order of the Chairman of the Board-Rector No. 342-N of 21.09.2023.

3 APPROVED AND INTRODUCED by the Order of the Chairman

(official approving the document)

Of the Board on 11.05.2020 No. 233-N.

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

4 DEVELOPERS:

- Doctor of Pedagogical Sciences, Professor - Abdyrov A.M.
academic degree, academic title, full name and surname.
- Head of Quality Service - Aldabergenova S.S.
academic degree, academic title.

5 DATE OF FIRST EVALUATION

2025

PERIODICITY OF EVALUATION

5 years

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1 Scope of application

The present Regulation on the Faculty Council (hereinafter referred to as the FSC) establishes the requirements for administrative and legal fixation of the Council of its status of organizational structure, functional duties, powers (rights) and responsibilities, which carries out the general management of the faculty.

This SPF is obligatory for guidance in its work by all employees of the unit.

PSF is included in the documentation set of internal normative documents of KATIU named after S. Seyfullin.

2 Normative references

The following normative documents are referenced in this provision:

State obligatory standard of higher education, State obligatory standard of postgraduate education approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from October 31, 2018 № 604.

Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”.

CO VND 1.1.01-2015 Internal regulatory documents. Standard of the organization. General requirements for the construction, presentation and execution of documentation internal regulatory documents.

CO VND 2.1.01-2012 Internal regulatory documents. Standard of the organization. Rules for the development, coordination and approval of the regulations on the subdivision.

DP VND 01-2015 Internal normative documents. Documented procedure. Document management.

DP VND 01.1007-2020 Internal regulatory documents.

Documented procedure. Quality records management.

3 Definitions

3.1 The following terms and definitions are used in this regulation. In addition to them, the following terms and their definitions are established in p. 3.2-3.7 of this regulation.

3.2 Structural subdivision: A separate subdivision defined by the organizational structure of S. Seifullin KATIU (faculty, department, division, service).

3.3 Developing Unit: The unit that is the developer of the document.

3.4 Structural unit link: Departments and laboratories.

3.5 Faculty: Educational, scientific, methodological and administrative subdivision of S. Seifullin KATIU.

3.6 Department: A subdivision of KATIU named after S. Seyfullin, carrying out educational, methodical and research work in one or more related disciplines, as

well as educational work among students, as well as training of scientific and pedagogical staff and improving their qualifications.

3.7 Faculty Council: An elected collegial body that coordinates the activities of the Faculty.

4 Designations and abbreviations

The following abbreviations are used in this regulation:

KATIU named after S. Seyfullin - Kazakh Agrotechnical Research University named after S. Seyfullin;

GOSO - State Compulsory Education Standard; SO - Organization Standard;

PSF - Regulations on the Faculty Council; QC - Quality Committee;

AD - Administrative Department;

DAV - Department of Academic Affairs; IRD - Internal Regulatory Documents.

5 Responsibility and Authority

5.1 Responsibility and authority for the development of the Faculty Council Regulation, its harmonization, approval, registration, and implementation are distributed as follows:

- the responsibility for the development of the FCOP, namely its content, structure, design, approval and implementation rests with the Director of Academic Affairs (hereinafter referred to as DAV);

- the draft SPF should be coordinated with the Member of the Board, Vice-Rector for Operations, Director of Administrative Department (hereinafter referred to as AD), Director of Academic Affairs, Director of Legal Service, Head of Quality Committee (hereinafter referred to as QC). The decision on the final revision of the draft PSF shall be made by the Member of the Board, Vice-Rector for Operations, who shall make a note in the "Approval Sheet" (Annex B);

- the Director of the MAV submits the draft SPF for registration to the AC, the AC executes the original SPF, collects approving signatures;

- the PSF is approved by the Chairman of the Board-Rector of KATIU named after S. Seyfullin;

- simultaneously with the approval of the RFP, the AC prepares an order on its introduction into force, which is also approved by the Chairman of the Board-Rector of KATIU named after S. Seifullin

simultaneously with the approval of the RFP, the SC prepares an order on its implementation, which is also approved by the Chairman of the Board-Rector.

6 General Provisions

6.1 The Faculty Council is the supreme governing body of the Faculty. The Chairman of the Faculty Council is the Dean. Ex-officio members of the Faculty Council include the Dean (Chairman of the Council), and when the Council decides without election, the Heads of the Departments. Departments delegate leading professors, associate professors and students of the faculty to the council.

6.2 Formation of the Faculty Council

In order to form the Faculty Council, the heads of the departments submit proposals on candidates for the Faculty Council to the Dean. At the same time, the dean as the chairman, the secretary of the Faculty Council, the heads of the departments, and the chairman of the methodical commission are obligatory members of the Council. Then the list of members is considered at the Faculty Council and after approval is sent to the Chairman of the Board for approval.

6.3 Determination of the quantitative composition of the Faculty Council

The composition of the Faculty Council should include not more than 20% of full-time employees from each department and up to 5 students of the faculty.

6.4 The number of Faculty Council members, norms of representation from departments and students are determined by the Dean. The election to the Faculty Council takes place at the general meeting of the faculty, by open voting, by a simple majority of votes.

6.5 The composition of the Faculty Council members is approved by the order of the Chairman of the Board. In case a member of the Faculty Council is dismissed from the University, he/she is automatically withdrawn from the Council, which is formalized by the order of the Chairman of the Board. by the predecessor of the Board.

7 Description

7.1 The Faculty Council considers the main issues of the Faculty activity and development. The work of the Faculty Council is determined by the work plan for the academic year (the form of the plan is given in Appendix A).

7.2 The documentation of the council and preparation for its meetings is maintained by the academic secretary appointed by the dean in agreement with the members of the council. The Academic Secretary of the Faculty Council is responsible for:

- qualitative and timely filling in the minutes of the council meeting;
- analyzing the timeliness of implementation of the decisions of the Faculty Council;

- Timely notification of Faculty Council members and others who are expected to attend a Faculty Council meeting;
- filling in the attendance list;
- timely issuance of the order on the Faculty Council composition (within the term till September 10 of the current year);
- timely approval (within the term till September 10 of the current year) and monitoring of the implementation of the Faculty Council work plan.

7.3 The meeting of the Faculty Council is considered legitimate if it is attended by at least two thirds of the total number of the Council members. Decision-making is carried out by open voting of the Council members, the Chairman of the Council - the Dean of the Faculty - has the casting vote.

7.4 Functions of the Faculty Council:

- approves plans and reports on all kinds of activities of the Faculty;
- Hears information about the main activities on the organization of the educational process and improvement of its methodical support;
- hears information about the organization of educational work;
- analyzes the state of the departments of the faculty on the issues of educational, methodical, scientific, as well as educational work with students;
- considers the state of the level of training of students, masters and doctoral students and other issues of training of students;
- recommends for approval by the Academic Council: topics of thesis (projects) and dissertations of students; applicants among students for vacant educational grants; applicants among students and faculty for presidential, nominal and other state degrees (awards).

7.5 The meeting of the Faculty Council is formalized by its Academic Secretary in the form of minutes, which are signed by the Chairman and the Secretary.

7.6 The meetings of the Faculty Council are held according to the work plan in the period from September 10 to June 30, as a rule, on the second Thursday of each month.

7.7 The agenda of the regular meeting plan is communicated to each member of the council at least 7 days before the appointed date. The agenda shall specify the time and place of the meeting, as well as the sequence of issues proposed for consideration and those responsible for their preparation.

7.8 Curators and students, heads of student groups, doctoral students, employees of the faculty and other departments of the university, heads of the university, employees of other organizations, whose opinion may affect the meetings of the Faculty Council can be invited to the meetings of the Faculty Council.

organizations, whose opinion can influence the decision to be made. Any employee and student of the Faculty, who has informed the Chairman of the Council about his/her wish, may attend the meeting of the Faculty Council.

7.9 The Chairman of the Council ensures informing the collective of the Faculty employees about the decisions made by the Council. At the following meetings the analysis of the fulfillment of the decisions and recommendations of the Faculty Council is carried out.

7.10 The Faculty Council realizes its purpose by performing the following functions:

- realization of policy and objectives of KATIU named after S. Seyfullin in the field of quality;
- fulfillment of requirements of internal normative documents of KATIU named after S. Seifullin;
- realization of the objectives of the faculty in the field of

11 Procedure for making changes

11.1 Amendments to the Regulations shall be made only with the authorization of the Member of the Management Board-Vice-Chancellor for Operations and shall be documented with his/her signature. Sheets removed from the amended version of the Regulation shall be kept with the document authorizing the amendment.

11.2 The provision shall be amended in accordance with the requirements of DP DND 01.1006-2023.

11.3 Changes to the provision shall be made by the senior manager of the AC with a mandatory marking in the “Change Registration Sheet” (Annex D).

12 Storage and distribution

12.1 It is the responsibility of the head of the developing unit to deposit the approved regulation (original) with the AC.

12.2 The AC shall be responsible for storing and distributing the RFPs to the units

12.3 SPFs shall be registered in electronic format in the electronic document management system and sent to all subdivisions.

Appendix A
(Reference)

Form of the Faculty Council Work Plan

Φ.01.1004-01

Approve
Chairman of the Faculty Council
(date, month, year)

Work Plan of the Faculty Council

Activity	Date	Responsible	Result
1	2	3	4
1 Training and organizational work			
2 Educational and methodological work			
3 Research work			
4 Educational work			
5 Vocational guidance work			
6 Professional development			
7 Development of material and technical base			
8			

Board Secretary _____

