

Version*	Authorized by decision of Managing Council *		Date of entering into force
	Decision #	Approval date	
<i>1</i>	<i>14.07.15</i>	<i>14.07.2015</i>	<i>14.07.2015</i>
Status	<input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to amendments (please, see the Abstract of the Minutes) <input type="checkbox"/> Rejected <input type="checkbox"/> Other		
Reference to the main documents (higher level), which served as the basis for development of the document	The Charter of the autonomous organization of education Nazarbayev University, The Bylaws of Academic Council of the autonomous organization of education Nazarbayev University dated 25.06.2013		
Responsible Officer	Simon Jones, Provost		
Contact Officer – initiator of the document	Simon Jones, Provost; Aida Ismailova, Manager Office of the Provost.		
Previous/ <u>overage</u> documents	Revised Procedures for Recording Actions of Academic Council and Research Council dated 16.07.2013. The Bylaws of Academic Council of the autonomous organization of education Nazarbayev University dated 25.06.2013		
Related documents			
Document language	<i>English – 09.07.15, Kazakh –30.07.2015 , Russian -27.07.2015</i>		

1. Definitions of terms

1. Basic abbreviations and notions used in these Procedures:

- 1) The “University” means the autonomous organization of education “Nazarbayev University”;
- 2) The “approval” means a formal statement of agreement or adoption by Academic Council.
- 3) The “endorsement” means a statement of support by Academic Council, subject to formal approval by a relevant constituency body.
- 4) The “policy document” stands for bylaws, rules, policies, strategic plans, memoranda of understanding/cooperation, proposals for a strategic partnership, requests for proposals and any other regulatory documents of non-academic nature.

2. General provisions

2. These Procedures of the Academic Council of the autonomous organization of education “Nazarbayev University” (hereinafter – the Procedures)

have been prepared in accordance with the University Charter and the Bylaws of the Academic Council of the University (hereinafter – the Bylaws).

3. The purpose of these Procedures is to define single approach to the preparation of the materials for the meeting of the Academic Council (hereinafter – the Council) and establish a common approach to recording actions of the Council.

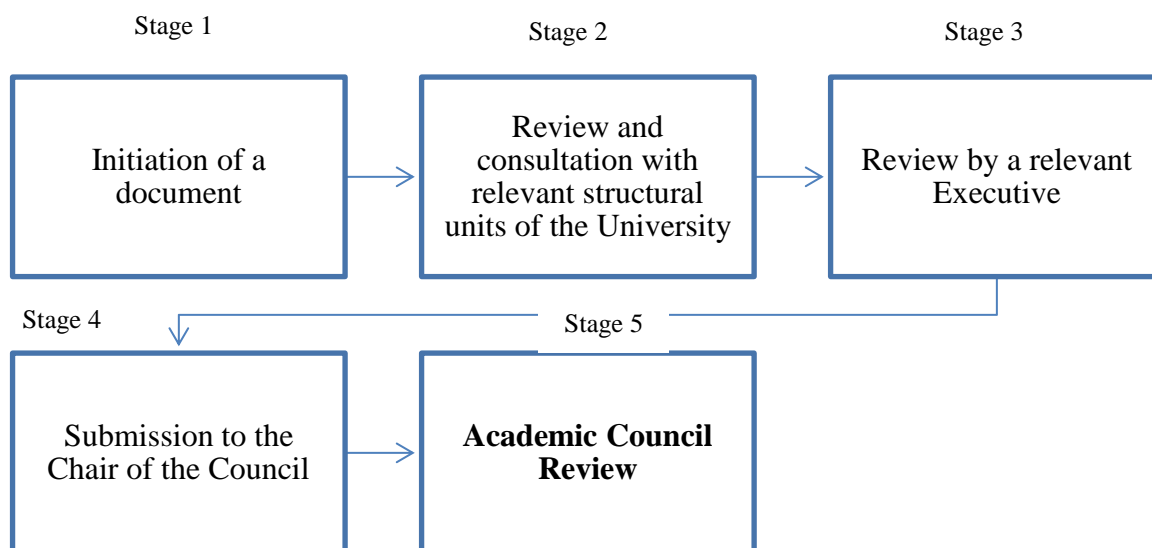
3. Requirements to the materials provided for the meetings of the Academic Council

4. The Material provided for the meeting of the Council shall correspond to the layout requirements as specified in the Annexes 2-5 to these Regulations.

5. The Material shall be provided in the English language with all attested signatures on the Approval sheet (Annex 4-5 of these Procedures).

4. Procedures for Material Submission and Review

6. The material for review by the Council shall be submitted in accordance with the process set forth in the Figure below.



7. **Initiation** (Stage 1). The structural unit, initiating a document (hereinafter – the Initiator), prepares the document to be submitted to the Council following the requirements as set forth in these Procedures.

8. **Preview** (Stages 2-4). The Initiator shall consult and ensure the review of materials by stakeholders (relevant academic and administrative structural units) prior to a formal submission of the material to the Council.

9. The Department of Documentation Support shall review all types of material against the consistency of the document design and format with relevant internal regulations and Annex 2 of these Procedures.

10. The Legal Department shall review the material in case it is a policy document or any type of a regulatory document of a non-academic nature which might trigger any legal risks or impediments.

11. Prior to the formal submission, the relevant executive of the Initiator's structural unit/ School considers the material (Vice-Provost for Academic Affairs, Vice-President for Student Affairs and International Cooperation), provides feedback for improvement or recommends for review by the Council.

12. The final version of the Material, meeting all requirements stipulated by these Procedures and the Bylaws, shall be submitted to the Chair (copied the Secretary of the Council) for inclusion to the agenda not later than four (4) working days before the date of the meeting.

13. **Review** (Stage 5). The Council considers the Material within its authorities, recommends it for further improvement or provides an endorsement / final approval. The Council members shall be guided by the table specified in Annex 1 to these Procedures in terms of determining whether the materials are subject for endorsement or final approval.

14. **Post-review**. The authenticity of a policy document approved the Council shall be attested by the presence of a stamp on the front page of the English version of said document and a note indicating the date and Minutes number of the approval.

15. The Initiator shall submit the translation of the approved documents in Kazakh and Russian languages within ten (10) working days upon the approval. Translation of the approved documents shall be attested by the signatures of the translation unit in the approval sheet as specified in Annex 5.

16. In the event the Initiator does not submit the translation of the approved documents in Kazakh and Russian languages within the timeframe specified in point 15, the Initiator/the supervisor of the structural unit shall provide a formal explanatory letter to the Chair or Acting Chair of the Academic Council.

17. The Initiator shall disseminate the decision of the Council on the approval/endorsement of a document to all concerned parties (students, academic and administrative units).

18. Hard copies of all policy documents approved by the Council shall be submitted in accordance with these Procedures.

5. Final provisions

19. The Initiator shall be responsible for overseeing the flow of the document through the review and approval stages and providing consultation and supporting material, if required.

20. In case of the proposal of amendments and additions to the previously approved documents, the Initiator shall provide a comparative table of the current and proposed versions of amendments and additions appending the justification and indicate the previous document.

21. The abstracts of Minutes for individual decisions and items of discussion will be provided by the Secretary of the Council upon request by the Initiator. The abstracts of Minutes shall be attested by the presence of a stamp and the signature of the Secretary.

22. A template for Minutes of meetings is provided in Annex 6. A formal title of documents presented for approval, including the number of pages, shall be reflected in the Minutes.

23. The original signed Minutes of meetings and a relevant set of material in the English language shall be provided to the Department of Documentation Support for filing within a month upon the completion an academic year.

APPROVAL SHEET / КЕЛІСУ ПАРАҒЫ / ЛИСТ СОГЛАСОВАНИЯ

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні / Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp. person, date of approval / Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні / Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
Development / Өзірлеу/ Разработка	Office of the Provost Провост Офісі Офис Провоста	Simon Jones, Provost Саймон Джонс, Провост	
Review/ Келісу/ Согласование	Legal Department Заң департаменті Юридический департамент	Bakyt Abisheva Б.К. Абишева	
	Department of Documentation Support Құжаттамамен қамтамасыз ету департаменті Департамент документационного обеспечения	Leila Nurgaziyeva Л.С. Нургазиева	

Annex 1 to the
Procedures of the Academic Council of the
autonomous organization of education
“Nazarbayev University”

DOCUMENTS FOR ENDROSEMENT AND APPROVAL¹

#	Documents endorsed by the Council²:	Documents approved by the Council:
1	The documents which in accordance with the University Charter, the Council Bylaws and other University internal regulations require a final approval by the authorized decision-making persons or decision-making bodies (Managing Council, Research Council, the Board of Trustees) other than the Council;	All documents which in accordance with the University Charter and the Council Bylaws require a final approval by the Council
2	Memoranda of Understanding (Cooperation, Agreement)	
3	Agreements, containing elements or any type of content of academic nature	
4	Requests for acquisition of materials, equipment on academic and academic-related matters	
5	Nominations of academic staff members for national awards and other credentials	
6	Recommendations to the President regarding the awarding of honorary degrees	
7	Strategic Plans of Schools	
8	Recommendations regarding the establishment or reorganization of schools, centers, institutes, laboratories and libraries	
9	Admission Rules	

¹ The documents listed in this table are not exhaustive and might need further clarification by the Legal Department.

² The documents presented for endorsement are not required to meet the record keeping and document formatting requirements (in accordance with Appendices 2-5). They shall not be stamped.

Annex 2 to the
Procedures of the Academic Council of the
autonomous organization of education
“Nazarbayev University”

FORMAT OF THE DOCUMENTS PRESENTED FOR CONSIDERATION BY THE ACADEMIC COUNCIL

1. The Documents shall be printed on blank sheets of paper with obligatory indication of the following requisites:
 - 1) official name of the University;
 - 2) note of approval of the document, including approval body, registration number and date;
 - 3) name of the document;
 - 4) text of the document;
 - 5) place of publication, year;
 - 6) approval sheet printed on the back side of the last page of the text;
 - 7) appendices to the document (if necessary).
2. The proposed versions of the amended Documents shall be submitted in a full document format.
3. The text of a document must not contain highlighting or underlining of certain words or phrases, except for the heading, titles of chapters, sections, parts, paragraphs, subsections, signatory's position and name.
4. The text of a document shall be typed with a font size 14, Times New Roman, single line spacing, without blots or corrections. The interval between the heading and the text and the signature equals double line spacing.
5. The text shall be justified. The beginning of the first line of the text of each paragraph is indented 1.25 cm. Sub-paragraphs are indented relative to the main paragraph 1.25 centimeters; the first line of a sub-paragraph is not further indented.
6. The text of appendices to the principle document may be typed with other font size (not less than 10) and line spacing.
7. The following page margins (WORD for WINDOWS text editor) shall be used:
 - a) left margin – 2.5 cm;
 - b) right margin – 1.5 cm.
8. The second and subsequent pages of the text are numbered with Arabic figures. Page numbers are typed with Arabic figures in the middle of the top of each page without punctuation.
9. Pages of Appendices to the document shall have separate numeration. Page numbers are typed with Arabic figures in the middle of the top of each page.
10. The first page of a policy document shall have a layout as specified in Annex 3.
11. Other internal documents, submitted for endorsement, are issued in accordance with the University rules or procedures.

Annex 3 to the
Procedures of the Academic Council of the
autonomous organization of education
“Nazarbayev University”

POLICY DOCUMENT COVER PAGE TEMPLATE

**AUTONOMOUS ORGANIZATION OF EDUCATION
NAZARBAYEV UNIVERSITY**

DOCUMENT NAME

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”
Minutes # __ of _____ 2013

(stamp)

Astana

201_

Annex 4 to the
Procedures of the Academic Council of the
autonomous organization of education
“Nazarbayev University”

APPROVAL SHEET TEMPLATE*

FULL DOCUMENT NAME IN ENGLISH, KAZAKH AND RUSSIAN LANGUAGES

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні / Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp. person, date of approval/ Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні / Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
Development/ Әзірлеу/ разработка			
Review/ Келісу/ Согласование	(Review by the appropriate stakeholders)		
	Legal Department / Заң департаменті Юридический департамент /		
	Vice-Provost for Academic Affairs/ Академиялық істер жөніндегі Вице-проректор/ Вице-проректор по академическим делам		
	Department of Documentation Support/Құжаттамамен қамтамасыз ету департаменті/ Департамент документационного обеспечения		

Орынд/Исп./Ехес. ФИО тел. ----

*Any additional structural units may be added to the approval sheet as necessary.

Annex 5 to the
Procedures of the Academic Council of the
autonomous organization of education
“Nazarbayev University”

APPROVAL SHEET TEMPLATE FOR TRANSLATED POLICY DOCUMENTS

FULL DOCUMENT NAME IN ENGLISH, KAZAKH AND RUSSIAN LANGUAGES

Атауы/ Наименование/ Item	Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения/ Structural subdivision	Т.А.Ж., нақты орындаушының қолы / Ф.И.О., подпись конкретного исполнителя / Name and signature of a resp. person	Date
Мем. тілге удару /перевод на гос. язык /translation in to state language	Аударма және іс қағаздарын жүргізу басқармасы Управление делопроизводства и переводческих услуг Department of Documentation Management and Translation Services		

Annex 6 to the
Procedures of the Academic Council of the
autonomous organization of education
“Nazarbayev University”

TEMPLATE FOR MINUTES

*Autonomous organization of education
“Nazarbayev University”*

*53 Kabanbay Batyr Ave.,
Astana, 010000, Republic of Kazakhstan*

Academic Council Meeting Minutes #

*Date
Time
Venue*

Voting Members Present:

Apologies for Absence:

Non-voting members present:

Agenda:

- 1.
- 2.

<i>NOTES OF THE MEETING</i>	<i>ACTION</i>
1.	
2.	

Date of next meeting:

**Voting Members of the Academic
Council**

Signatures

1. Name	_____
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Minutes taken by the Secretary of the Council:

Name, position _____
(signature)