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<b>Status</b>	<input checked="" 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	Charter of the autonomous organization of education “Nazarbayev University”		
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Previous/overage documents	<i>Bylaws of the Academic Council of the autonomous organization of education “Nazarbayev University”; 28 May 2013, as amended 26 June 2013.  Detailed Statement of Authorities of Academic Council for inclusion in Bylaws. 28 February 2014.</i>		
Related documents	<i>Revised Procedures for Recording Actions of Academic Council and Research Council; 16 July 2013.</i>		
Document language	<i>English – 09.07.15, Kazakh – , Russian -</i>		

\* to be filled in by the Secretary of Managing Council

## 1. General Provisions

1. These Bylaws (hereinafter – the Bylaws) of the Academic Council of autonomous organization of education “Nazarbayev University” (hereinafter – the University) have been prepared in accordance with the legislation of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan “On Status of Nazarbayev University, Nazarbayev Intellectual Schools and Nazarbayev Fund” and the Charter of the University.

2. The Academic Council is the executive and policymaking body on teaching, learning and other academic activities within its areas of competence as defined in these Bylaws and Academic Council Procedures, developed to complement these Bylaws.

3. The Academic Council shall be guided in its actions by the Charter of the University, these Bylaws, and other internal documents and policies of the University.

## **2. Authorities of the Academic Council**

4. The Academic Council is responsible for:
  - 1) Giving preliminary approval to the standards for admission, progression, and completion of undergraduate and graduate programs, to be presented for final approval to the Provost and to the Managing Council for endorsement;
  - 2) Approving the establishment, withdrawal, or major modifications of academic programs;
  - 3) Overseeing the operations and approving the policies of the academic and academic-related structural divisions;
  - 4) Approving internal documents and regulations of the University on the organization of academic processes, academic calendars, annual work plans, regulations, operational plans of the Schools and other academic sub-units of the University, student assessment, related matters;
  - 5) Reviewing and endorsing strategic plans of Schools;
  - 6) Reviewing and approving institutional policies and documents regulating the processes and procedures for the assurance and enhancement of academic quality, including the approval of annual quality enhancement plans of the University;
  - 7) Reviewing and approving institutional policies and documents regulating the processes and procedures for learning and teaching;
  - 8) Developing and approving standards and definitions of academic misconduct;
  - 9) Approving policies regarding quality assurance in teaching and academic governance for Schools and other sub-units of the University that are engaged in delivery of academic programs and overseeing the creation, implementation, and operation of a University-level system of quality assurance and quality enhancement;
  - 10) Developing standards and definitions of non-academic misconduct and developing policies and procedures regarding disciplinary actions with respect to students, faculty, and other academic personnel and submitting said standards, policies, and procedures to the President for final approval;
  - 11) Recommending for nomination of academic staff members for national awards and other credentials;
  - 12) Making recommendations to the President regarding the awarding of honorary degrees;
  - 13) Making recommendations regarding the establishment, disestablishment, or reorganization of schools, centers, institutes, laboratories, libraries, museums;
  - 14) Consulting and coordinating with the Research Council on matters of mutual interest relating to teaching, research, and governance, such as policies regarding academic and research partnerships, intellectual property, and other research-related matters;
  - 15) Upon request by a member of Managing Council or motion by voting member of Academic Council, providing consultation and advice regarding the establishment of offices, administrative departments, and staffing structure for administrative departments and offices;

- 16) Approving standards and qualifications for faculty ranks and academic staff within and across Schools;
- 17) Reviewing and approving standards for hiring, retention, non-retention, promotion, demotion of faculty and academic staff, faculty workload policy;
- 18) Providing consultation and participation in reviewing the University strategy;
- 19) Providing consultation and review of agreement with strategic partners on academic-related issues, with the exception of agreements on procurement of goods, prior to review by the Managing Council or, if such agreement is not subject to review by the Managing Council, prior to signing by the University;
- 20) Upon request by a member of Managing Council or motion by any voting member of the Academic Council, providing consultation and advice to the Managing Council and/or the Executive Vice President regarding the adoption of or amendments to administrative policies;
- 21) Providing consultation and advice to the President and the Managing Council concerning academic major deals;
- 22) Approval or endorsement of any other issues of academic nature that may constitute, impact or relate to the activities of the University;
- 23) Other responsibilities as described in the Charter of the University.

### **3. Composition of the Academic Council**

5. The Provost shall act as a Chair of the Academic Council. In the Provost's absence, he or she may designate the Vice-Provost for Academic Affairs or the Vice-Provost for Research to serve as an Acting Chair. Voting members and non-voting participants shall be approved by the Managing Council. Non-voting participants shall be entitled to attend all open meetings of the Academic Council without specific invitation. In addition, other individuals may be invited to attend and contribute to meetings of the Academic Council by the presiding Chair of the session.

6. The following voting members of the Academic Council will serve in ex officio capacity:

- 1) President;
- 2) Provost;
- 3) Vice-President for Student Affairs and International Cooperation;
- 4) Vice-Provost for Academic Affairs;
- 5) Vice-Provost for Research;
- 6) Deans of the University Schools;
- 7) Registrar;
- 8) Chair, Faculty Senate;
- 9) Deputy Chair, Faculty Senate;
- 10) Faculty Senate Representative;
- 11) Undergraduate and Graduate Student Representatives;

7. In addition, the following persons are named non-voting participants of the Academic Council:

- 1) Executive Vice-President;

- 2) General Counsel;
  - 3) General Director, Center for Preparatory Studies (Nazarbayev University Foundation Year Program);
  - 4) Vice-President for Innovations;
  - 5) General Director, Center for Life Sciences;
  - 6) Chairman of the Board, National Medical Holding.
8. In the event any voting member of the Academic Council is unable to attend a meeting, authorized representative will have to appear in his or her stead; such representative will have the full voting authority of the member whom they represent.
9. The Chair or Acting Chair of the Academic Council shall:
    - 1) Organize the work of the Academic Council;
    - 2) Convene and preside over meetings

#### **4. Committees of the Academic Council**

10. The Academic Council may constitute committees as are found to be necessary, except that at all times there will be the Learning and Teaching Committee; the Academic Quality Committee; the Instructional Technology Committee; the Admissions Committee; the Library Committee and Information Technology Council.

#### **5. Organization of the Activities of the Academic Council**

11. The Academic Council shall function by means of regular meetings to be held normally 1 (one) time every week. If there are no issues requiring discussion the Provost or a designated Acting Chair may cancel a meeting with 1 (one) working days' notice. The Provost or a designated Acting Chair may call a special meeting with 2 (two) working days' notice.

12. The Provost, at his or her discretion, may call a meeting to be held remotely, by means of any combination of the electronic communication and in-person participation that is deemed to be necessary and appropriate.

13. A quorum of the Academic Council shall consist of a majority of voting members.

14. A proposal that receives a majority of votes cast, a quorum being present, is adopted by the Academic Council. Abstentions are not counted as "votes cast" for this purpose. In the case of an equality of votes the Chair shall be entitled to a casting vote. All votes shall be recorded in the Minutes of the Academic Council.

15. In the event a document contains non-academic elements or requires the allocation of financial or other resources, it shall be reviewed by and agreed upon with the appropriate University body prior to presenting it for consideration by the Academic Council. Members of the Academic Council shall not vote for or against a policy or proposal based on their assessments of non-academic matters.

16. In the event the General Counsel's review raises concerns about a policy or regulation adopted by the Academic Council, these concerns shall be made known to

the Academic Council and the General Counsel shall cooperate in devising an acceptable alternative.

17. The Chair or Acting Chair of the Academic Council or the President of the University may request additional review by appropriate bodies, administrative departments, or other structural -units of the University prior to the approval documents by the Academic Council.

18. Documents approved by the Academic Council, except those that require endorsement or preliminary approval of the Academic Council, shall take effect upon the approval vote and the signature of the Minutes, accompanied by an English language version of the document approved.

19. In the event the Provost does not approve a policy adopted by the Academic Council that is solely within the authority of the Academic Council as that authority is defined in the Charter of the University, internal regulations and policies of the University, or these Bylaws, the Provost may refer the matter for reconsideration. In the event the Academic Council approves the rejected policy for a second time, the policy or proposal shall be deemed to have been adopted over the objection of the Provost and shall be forwarded to the General Counsel for review. The Provost, acting in his or her capacity as Chair of the Academic Council, shall not decline to sign a Decision giving effect to a policy or regulation that is solely within the authority of the Academic Council and has been adopted by that body over his or her objections.

20. Deans of schools shall be responsible for the presentation of agenda items related to the matters of a relevant School on the Academic Council. In the event of the Dean's absence the agenda items shall be presented by duly authorized Acting Dean.

21. Decisions of the Academic Council shall be recorded in Minutes, which shall be submitted for approval and signing by all voting members of the Academic Council in accordance with the norms of collegial decision making.

22. The official procedural language of the Academic Council and its Committees is the English language. The procedures of the documents submission are stated in the Academic Council Procedures and the internal documents of the University.

23. Issues not regulated by these Bylaws may be considered by the Academic Council on its own authority in compliance with the Charter of the University and other internal documents and policies of the University.