

Director of the KSCDID, Doctor of Medical Sciences.

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REGULATION

ON THE ACADEMIC COUNCIL OF THE RSE ON THE REM «KAZAKH
SCIENTIFIC CENTER OF DERMATOLOGY AND INFECTIOUS DISEASES» OF THE
MINISTRY OF HEALTH OF THE REPUBLIC OF KAZAKHSTAN

1. General provisions

1.1 The Academic Council of the center is one of the forms of collegial management of the RSE on the REM «Kazakh Scientific Center of Dermatology and Infectious Diseases» of the Ministry of Health of the Republic of Kazakhstan (hereinafter – KSCDID)

1.2 The Academic Council is an elected consultative and advisory representative body that provides general guidance on scientific and methodological activities in the main profile of the KSCDID

1.3 This Regulation has been developed in accordance with the Law of the Republic of Kazakhstan dated 07/27/2007 No. 319-III «On Education»; the Code of the Republic of Kazakhstan dated 09/18/2009 No. 193-IV «On the Health of the people and the healthcare system»; the Law of the Republic of Kazakhstan dated 02/18/2011 No. 407-IV «On Science»; the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated 11/22/2007 No. 574 «Standard rules of activity of the Academic Council of a higher educational institution and the procedure for its election».

1.4 The procedure for the activities of the Academic Council of the Center is determined by this Regulation, which is adopted and amended by the Academic Council.

1.5 The decisions of the Academic Council of the center on issues related to its competence are mandatory for the implementation of the structural units of the center.

1.6 The activities of the Academic Council are based on the transparency of collective discussion of issues within its competence, guided by the legislation of the Republic of Kazakhstan, the Standard Rules of the Academic Council, as well as the Statute of the KSCDID.

2. Composition and procedure of formation of the Academic Council

2.1. The Academic Council of the center is elected for a period of 3 years, the composition of the Academic Council can be updated more often - as necessary, when individual members of the Academic Council are retired or appointed to the composition.

2.2. The Academic Council consists of: Director, deputy directors, leading scientists of the Center, heads of departments and laboratories, teachers, students.

2.3. At least one month before the end of the term of office, the current Academic Council determines the date of the meeting of researchers and representatives of other categories of workers and students for the election of a new Academic Council, establishes the quantitative composition of the new Academic Council, the norms of representation in the new Academic Council, decides on the possibility of including researchers in the Academic Council without elections at the meeting. The Chairman of the commission is the Director of the center.

3. The powers of the unit

The powers of the Academic Council include:

1. Consideration of annual and long-term development plans of the Center and reports on the results of financial and economic activities, medical, research work of structural units;
2. Approval of the internal principles, regulations, job responsibilities;
3. Review and approval of the topics and implementation of republican, sectoral and regional scientific and technical programs, the implementation of scientific and research work on international scientific and technical cooperation, contractual topics and evaluates the results of scientific trips of the Center's employees;
4. Identification and approval of the main promising scientific directions and tasks, consideration and approval of proposals for changing the directions of scientific work, structure and profile of the Center;
5. Consideration and approval of issues of current and prospective training and placement of scientific personnel, reserve of senior staff, work with young specialists;

6. Consideration and approval of issues of scientific, informational, patent licensing, staffing, logistical and financial support for scientific research;
7. Discussion of the state of inventive work at the Center and decision-making on applications for discoveries and patents, publishing (preparation and publication of monographs, guidelines and textbooks), scientific publications in international and domestic peer-reviewed publications;
8. Consideration and approval of proposals on the presentation of scientific achievements for exposition at exhibitions, as well as on the nomination of scientific works and performers for state, nominal and other awards and honorary titles;
9. Approval of materials and a petition to the Committee for Quality Assurance in the Field of Science and Higher Education of the Ministry of Internal Affairs of the Republic of Kazakhstan for awarding academic titles of associate professor, Professor;
10. Approval of curricula and training plans for students, advanced training students and certification courses according to the profile of the Center.

4. The leadership of the Academic Council

4.1. The Chairman of the Academic Council is the Director of the Academic center. The Chairman of the Academic Council appoints the Deputy Chairman and the Academic Secretary. In the absence of the Chairman, their duties are performed by a Deputy. The Chairman, their Deputy and the Academic Secretary are personally responsible for compliance with this Regulation on the Academic Council.

4.2. Chairman of the Academic Council:

- olds meetings of the Academic Council on the approved agenda, organizes work on the implementation of decisions of the Academic Council;
- decides on the date of the next and extraordinary meeting of the Academic Council;
- puts planned issues and issues requiring prompt consideration on the agenda of the meeting of the Academic Council;
- represents the Academic Council in relations with legislative and executive authorities, ministries, departments, courts, prosecutor's offices, public and other organizations and officials of the Republic of Kazakhstan, organizations and representatives of foreign states;
- decides on other issues of the organization of the activities of the Academic Council in accordance with this Regulation, the Statute of the RSE on the REM «Kazakh Scientific Center of Dermatology and Infectious Diseases» and other regulatory legal acts.

4.3. Academic Secretary

- prepares a draft work plan of the Academic Council and takes into account its implementation;
- submits to the Chairman for approval the planned agenda, date and place of the meeting;
- notifies the members of the Academic Council of the place, time of the meeting, and agenda no later than 10 days before the meeting day;
- organizes the work of the Academic Council and controls the preparation of questions for the meeting of the Academic Council and the preparation of draft decisions, registers the members of the Academic Council present;
- organizes the voting;
- draws up the minutes of the meeting of the Academic Council and extracts from the minutes of the Academic Council;
- ensures that the decisions of the Academic Council of the center are communicated to its executors;
- monitors the implementation of decisions on behalf of the Chairman of the Academic.

5. Rights and obligations of members of the Academic Council

5.1. Members of the Academic Council have the right to:

- submit questions and proposals for discussion by the Academic Council;
- elect and be elected to the accounting and other commissions of the Academic Council, ensuring consideration of the issues under discussion;
- express an opinion on the personal composition of elected and approved persons;
- get acquainted with the materials on the agenda of the meeting and other documentation of the Academic Council.

5.2. Members of the Academic Council are obliged to:

- attend the meetings of the Academic Council and bear personal responsibility for non-attendance at the meeting without a valid reason;
- register in the attendance list before the meeting;
- prepare and submit to the Academic Secretary the necessary materials for meetings;
- participate in the voting (open or secret).

5.3. If a member of the Academic Council cannot attend a meeting of the Academic Council for valid reasons, they must inform the Chairman, Deputy Chairman of the Academic Council or the Academic Secretary in advance.

5.4. In cases of repeated absence of a member of the Academic Council at meetings for a non-valid reason (more than 3 times) The Chairman has the right to oblige the Academic Council to take a decision on the early termination of the powers of this member of the Academic Council. Based on the decisions of the Academic Council, a decision is made on the early termination of the powers of this member of the Academic Council.

5.5. Each member of the Academic Council has one vote. The transfer of votes by one member of the Academic Council to another is prohibited. If the votes are equal, the vote of the Chairman of the Academic Council is crucial.

6. Organization of the Council's work

6.1. The Academic Council works in accordance with the adopted calendar plan. The work plan of the Academic Council is approved at a meeting of the Academic Council at the beginning of this year. The right of initiative in raising questions belongs to the director of the center, the deputy director for Academic and Clinical work and the Deputy director for organizational, methodological and anti-epidemic work, the Academic Secretary, members of the Academic Council, heads of structural divisions.

6.2. Regular meetings of the Academic Council of the center are held once a month on the appointed day. Meetings of the Academic Council may not be held during the summer holidays (July-August). If necessary, extraordinary meetings may be held. The date of the extraordinary meeting of the Academic Council is set by the Chairman of the Academic Council.

6.3. Meetings are held in face-to-face meeting mode or teleconference mode (on the ZOOM platform), if necessary.

6.4. Proposals for putting issues on the agenda of meetings of the Academic Council are provided to the Academic Secretary no later than two weeks before the date of the next meeting of the Academic Council in the form of memos and other accompanying materials.

6.5. To prepare an issue for discussion by the Academic Council, if necessary, the Academic Council may create a commission or appoint an expert (internal or external) to study the necessary materials, speak at a meeting of the Council and prepare a draft decision of the Academic Council.

6.6. The member of the Academic Council responsible for the preparation of the question, no later than 5 days before the meeting of the Academic Council, transmits to the Academic Secretary the materials of the speech and the draft decision.

6.7. Persons responsible for the implementation of decisions are obliged to inform the Academic Secretary within the time limit set in the decision on the implementation of this decision or its non-fulfillment, indicating the reasons.

6.8. All meetings of the Academic Council, with the exception of those at which materials with a limited distribution stamp are considered, are open: all scientific staff of the center are

6.8. entitled to attend and, with the permission of the Academic Council, take part in the discussion of issues. The meetings of the Academic Council may be attended by invited outsiders according to the list agreed with the Chairman. Only members of the Academic Council participate in closed meetings.

7. The order of the meeting

7.1. Before the meeting, the registration of the members of the Academic Council is carried out. The quorum must be at least 2/3 of the Academic Council.

7.2. The meeting begins with the approval of the agenda and the rules of procedure (if necessary).

7.3. The Chairman of the Academic Council and their deputy have the right to receive the floor at any time. Before the start of voting, the chairman indicates the number of proposals to be put to the vote, clarifies their wording.

7.4. The decisions of the Academic Council are made by an open vote of the members of the Academic Council present, and when awarding the academic title of docent and professor – by secret ballot in accordance with the established procedure.

7.5. Secret voting is conducted by online voting using electronic means of communication. To conduct a secret ballot and determine its results, an accounting commission is elected from among the members of the Academic Council, which:

- elects the chairman of the accounting commission;
- counts votes in a separate room;
- draws up and signs the minutes of the meeting of the accounting commission based on the results of the vote.

The Chairman of the Accounting Commission announces the minutes at the meeting of the Academic Council, which is approved by an open vote by a majority of the votes of the members of the Academic Council present.

7.6. The decisions of the Academic Council are considered adopted if more than half of the members of the Academic Council who participated in the meeting voted for them.

7.7. The results of the meetings of the Academic Council are drawn up in a protocol, which is maintained by the Academic Secretary. These protocols are signed by the Chairman and the Academic Secretary. The protocol specifies:


- the time and place of the meeting of the Academic Council;
- those present at its meetings,
- the agenda of the meeting
- the attached materials of the speeches,
- the decisions taken and the results of voting on them.

7.11. The documentation of the Academic Council is maintained in accordance with the nomenclature of cases.

The protocols of the Academic Council are documents of permanent storage and are transmitted when changing Academic Secretaries according to the act of acceptance and transfer.


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