

**On approval of the Standard Rules for organization of work of collegial bodies of management by organizations of higher and (or) postgraduate education**

*Unofficial translation*

Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated April 1, 2025 № 157. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 2, 2025 № 35921

**Unofficial translation**

In accordance with paragraph 9 of Article 44 of the Law of the Republic of Kazakhstan "On Education", subparagraph 93) of paragraph 15 of the Regulations on the Ministry of Science and Higher Education of the Republic of Kazakhstan, approved by the Resolution of the Government of the Republic of Kazakhstan dated August 19, 2022 № 580 "On some issues of the Ministry of Science and Higher Education of the Republic of Kazakhstan", I **HEREBY ORDER:**

1. To approve the attached Standard Rules for organization of work of collegial bodies of management by organizations of higher and (or) postgraduate education according to the Appendix to this order.

2. To recognize as invalid:

1) order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated November 22, 2007 № 574 "On approval of Standard Rules for the activities of the Academic Council of a higher educational institution and the procedure for its election" (registered with the Register of State Registration of Regulatory Legal Acts under № 5038);

2) order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated December 21, 2007 № 644 "On approval of Standard Rules for the activities of the methodological (educational-methodological, scientific-methodological) council and the procedure for its election" (registered with the Register of State Registration of Regulatory Legal Acts under №5090).

3. The Committee for Higher and Postgraduate Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, shall ensure state registration of this order in the Ministry of Justice of the Republic of Kazakhstan and its posting on the Internet resource of the Ministry of Science and Higher Education of the Republic of Kazakhstan after its official publication.

4. Control over execution of this order shall be assigned to the supervising Vice Minister of Science and Higher Education of the Republic of Kazakhstan.

5. This order shall enter into force upon expiration of ten calendar days after the day of its first official publication.

*Minister of Science  
and Higher Education  
of the Republic of Kazakhstan*

*S. Nurbek*

"AGREED"

Ministry of Agriculture  
of the Republic of Kazakhstan

"AGREED"

Ministry of Health  
of the Republic of Kazakhstan

"AGREED"

Ministry of Defense  
of the Republic of Kazakhstan

"AGREED"

Ministry of Culture and Information  
of the Republic of Kazakhstan

"AGREED"

Ministry of Tourism and Sports  
of the Republic of Kazakhstan

"AGREED"

Ministry of Emergency Situations  
of the Republic of Kazakhstan

"AGREED"

Ministry of Internal Affairs  
of the Republic of Kazakhstan

Appendix Order  
of the Minister of Science and  
Higher Education  
of the Republic of Kazakhstan  
dated April 1, 2025 №157

## **Standard**

### **Rules for organization of work of collegial bodies of management by organizations of higher and (or) postgraduate education Chapter 1. General provisions**

1. Standard Rules for organization of work of collegial bodies of management by organizations of higher and (or) postgraduate education (hereinafter – the Rules) are developed in accordance with paragraph 9 of Article 44 of the Law of the Republic of Kazakhstan "On Education", subparagraph 93) of paragraph 15 of the Regulations on the Ministry of Science and Higher Education of the Republic of Kazakhstan, approved by the

Resolution of the Government of the Republic of Kazakhstan dated August 19, 2022 № 580 "On some issues of the Ministry of Science and Higher Education of the Republic of Kazakhstan".

2. The forms of Collegial Management bodies of higher and (or) postgraduate education organizations (hereinafter - the Collegial Bodies) are the academic council, methodological council (educational and methodological, scientific and methodological), scientific and technical council and other forms. 3. In their activities, Collegial Bodies are guided by the legislation of the Republic of Kazakhstan, these Rules, as well as the charter of the higher and (or) postgraduate education organization (hereinafter - OHPGE).

## **Chapter 2. Procedure for for organization of work of collegial bodies of management of OHPGE, and their election**

4. Collegial Management bodies shall be created by the order of the head of OHPGE.

5. The purpose of the Collegial Mangement Bodies is to ensure effective, transparent and democratic management of the activities of OHPGE in accordance with the priority tasks of the higher education system, the development strategy of OHPGE and the participation of employees and students.

6. The tasks of the Collegial Mangement Bodies are determined in accordance with the forms of collegial management within the framework of their powers.

The main tasks include:

1) consideration, discussion and decision-making on key issues of academic, educational, research, innovation and administrative and economic activities;

2) promotion of the introduction of innovations in educational and scientific processes;

3) ensuring transparency and accountability of its activities to stakeholders, including the public and government agencies;

4) strengthening interaction between the structural units of OHPGE to achieve common goals;

5) consideration of issues of academic or scientific interest on its own initiative or at the suggestion of the structural units of OHPGE and taking appropriate measures on them;

6) analysis of the implementation of the decisions of the Collegial Bodies, assessment of the achieved results and taking corrective measures if necessary.

7. The collegial mangement bodies shall include the head of the OHPGE, deputy heads, heads of structural divisions, representatives of the teaching staff, student and public organizations of the OHPGE, and employers. The composition of the collegial bodies shall be elected by the Commission created by the OHPGE in accordance with their tasks.

8. The composition of the collegial mangement bodies shall be at least seven people.

9. The Chairman of the Collegial Body (hereinafter referred to as the Chairman) and his deputy shall be elected by a majority of votes from among the members of the Collegial Body . In the absence of the Chairman, his duties shall be performed by the deputy.

10. The chairman shall coordinate its activities in accordance with the laws of the Republic of Kazakhstan "On Education", "On Science and Technological Policy" and regulatory legal acts of the Republic of Kazakhstan, regulating educational and scientific activities, as well as these Rules.

11. The Secretary shall be elected by the Collegial Body and is responsible for the conduct of the Collegial Body's office work.

12. The Collegial Body shall carry out its work on the basis of an approved work plan for the academic year (calendar year) in accordance with its objectives, which is posted on the official website of the OHPGE.

13. Based on the results of the issues considered at the meeting of the Collegial Body, a decision of the Collegial Body shall be made by a majority of votes of the members present, which is formalized in the minutes. In case of a tie, the vote of the Chairman is decisive. The minutes of the meeting are drawn up by the secretary of the Collegial Body within 3 working days after the meeting. The minutes shall be signed by the Chairman, the secretary and all members of the Collegial Body who participated in the voting and (or) an attendance sheet signed by all members of the Collegial Body who participated in the meeting is attached and posted on the official website of OHPGE.

14. Collegial bodies shall act in the interests of students, faculty, and employees of OHPGE.

15. The decision of the Collegial Body shall be advisory in nature.