

**REGULATIONS**

QUALITY MANAGEMENT SYSTEM

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| **Approved by**  Head of the Board Apparatus  \_\_\_\_\_\_\_\_\_ N. Sakhanov  \_\_\_ \_\_\_\_\_\_\_ 20\_\_\_ |

**REGULATIONS**

**ON THE SCIENTIFIC AND TECHNICAL COUNCIL**

**Non-commercial joint-stock company “Toraighyrov University”**

**Pavlodar**

**2022**

**Foreword**

**1 DEVELOPED** by the Working Group.

**2 DEVELOPERS**

2.1 Head of the Working Group: M. S. Krykbaeva - Acting Director of R&D HUB.

2.2 A. T. Zholdasbaeva - Director of the Innovation and Technology Park 'Ertis'.

**3 CONTRIBUTED** by the Scientific and Innovation HUB.

**4 APPROVED** by Order dated 02.11.2022 year No. 3.1-07 / 734

**5 ENTERED INTO FORCE** from02.11.2022.

**6 INTRODUCED FOR THE FIRST TIME**

**7 EXPERT GROUP**

7.1 Head of the expert commission: N. T. Erzhanov - Member of the Board for Scientific Work and International Cooperation - Vice-Rector.

7.2 R.A. Sabitova - Acting Head of the Legal Support Department, State Procurement.

7.3 Compliance verification: G. S. Bayakhmetova – engineer for Quality Office Accreditation and Quality Management Systems.

**8 CHECK PERIODICITY of regulations once every 3 years.**

**1 General provisions**

1.1 These Regulations are developed in accordance with the Model Regulations on the advisory and consultative body of the scientific organization from 19 May 2011 No 202;

- Law of the Republic of Kazakhstan dated July 27, 2007 No 319-SH "On Education" with amendments and additions introduced from 04.07.2018 No 171-VI;

- Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 (as amended as of 29.09.2014).

1.2 Scientific and Technical Council of Toraighyrov University (hereinafter - the University) is a consultative and advisory body of the University in the field of research and innovation activities.

1.3 The Scientific and Technical Council (hereinafter referred to as STC) is established for the purpose of organizational and methodological management of coordination of scientific and research activities.

1.4 The work of the STC is carried out in a planned mode. The annual work plan is considered at the STC meeting and approved by the STC Chairman.

1.5 The NTS hears at the STC meetings:

- information of the director, scientific supervisors, about planning and progress of the heads of scientific and practical centers of the implementation of innovative projects, research work on contractual and state-budget topics, the implementation of scientific research work of students, competitions, patent and license activity, implementation of research results in the educational process and production, gives an assessment of the results of completed work;

- the results of activity of the innovation-technological park “Ertis”, scientific-practical centers and dissertation councils.

1.6 Considers:

- the main directions of scientific activity of the innovation-technological park “Ertis”, scientific-practical centers of the University;

- issues of coordination of subjects of innovation projects, scientific research works and fulfillment of agreements on creative cooperation with other universities, scientific institutions of MSHE and other departments and enterprises;

- work plans of the innovation and technological park "Ertis", scientific and practical centers;

- nominates scientific works for various contests;

- nominate candidates for awarding honorary titles to scientists and submit recommendations to the Academic Council of the University;

- issues of research work of students at the university, hear the directors and heads of graduate departments on the state, improvement of organization and increase the level of research work of students.

- questions on the use of computer and organizational techniques in scientific research;

- plans for professional development of teachers and staff of the university;

- proposals and makes a decision on awarding bonuses to faculty, staff and students at the end of the year;

- considers the candidacies of scientists recommended to the National Scientific Councils;

- recommends for publication the scientific works of individual authors and teams and staff members;

- analyze and evaluate the main results of scientific research and development carried out at the university;

- analysis and evaluation of scientific, scientific-technical and innovative activities of individual units and the university.

1.7 To prepare certain issues for consideration at the STC, the Chairman and his deputy have the right to appoint special commissions chaired by members of the STC or involving leading specialists of the University.

1.8 The STC is authorized to make decisions if at least half of its members are present at the meeting.

1.9 The decision of the STC is considered adopted if the STC has not decided to hold a secret ballot.

1.10 Discusses issues related to the improvement of organization and performance of research works and material and technical support of scientific and production laboratories.

**2 Main tasks, functions**

2.1 The main tasks of the STC are:

- Formation, coordination and realization of research and scientific-technical activity of the university;

- participation in popularization and propaganda of the results of scientific and scientific-technical activity, promotion of their commercialization;

- consideration of issues of scientific and (or) scientific-technical, innovation activity, development of proposals for its improvement and making recommendations;

- assistance in realization of priority directions of scientific, scientific-technical and innovative activity;

- consideration of strategic and current plans of the university activity;

- consideration of issues on interaction with other scientific organizations, higher educational institutions, scientific community to participate in the formation and implementation of a unified state scientific and technical policy;

- study and development of proposals on improvement of the university scientific and developmental works;

- consideration of the issues of innovation activity of the university;

- participation in popularization and propaganda of the results of scientific and scientific-technical activity, assistance in their commercialization;

- elaboration of proposals on effective work of scientific activity of the university and structural subdivisions;

- promoting the development of international scientific and scientific-technical cooperation.

2.2 The STC performs the following functions:

- discusses and develops recommendations on the realization of the main priority directions of scientific, scientific-technical and innovative activity;

- considers scientific concepts, proposals for programs of scientific and (or) scientific-technical development, legislative and other normative acts in the field of science;

- considers and develops recommendations on approval and implementation of plans for research and development and experimental and design activities; and Research and development (hereinafter - R&D), practical realization of their results, publication of scientific works;

- determination of perspective directions of research and development activities of the University;

- development of proposals on preservation of scientific potential of the University, training of highly qualified personnel;

- formulation of proposals on structural policy in the field of research, development, design and engineering activities of the university, including the development of recommendations for its improvement, as well as on the creation, reorganization or liquidation of scientific units of the university;

- hears and approves reports on the performance of work of the innovation and technological park "Ertis", scientific and practical centers, planning and implementation of innovative projects, heads of contractual and state-budget research activities, research work of students aimed at solving important issues of scientific and technological progress;

- discusses issues and makes recommendations on improving the management of scientific activity, as well as on the effective use of financial resources for research and development work;

- considers issues of cooperation with other scientific organizations, higher educational institutions;

- hears reports on scientific, scientific-technical and production activities of structural subdivisions, their heads and individual researchers;

- discusses issues of international cooperation, progress of scientific research conducted jointly with foreign organizations, hears reports of employees on foreign scientific trips.

**3 Conclusion**

3.1 The present Regulation is a part of organizational support of work with the University employees.

3.2 Amendments and additions to this Regulation shall be made by drawing up a new Regulation or formalizing amendments (additions) in the form of annexes to this Regulation on the basis of an order of the Rector or other authorized person of the University and shall be brought to the attention of all interested officials of the University.

3.3 Control over the implementation of these Regulations shall be vested in the Member of the Board for Research and International Cooperation - Vice Rector of the University.

3.4 The text of these Regulations shall be brought to the attention of the faculty, staff and doctoral students of the University.

3.5 The present Regulations shall come into force from the date of its approval and shall remain in force until its cancellation in accordance with the established procedure by the Chairman of the Board or other authorized person of the University.

**Annex A**

(required)

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| **APPROVAL SHEET** | | |
| Job title, full name | Date of approval | Signature |
| Member of the Board for Research and International Cooperation - Vice-Rector  N. T. Yerzhanov | 28.10.2022 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Acting Head of the Department of Legal Support and Public Procurement.  R. A. Sabitova | 28.10.2022 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Compliance verification, engineer for OAQMS systems.  G. S. Bayakhmetova | 28.10.2022 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |

**Annex B**

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| **ACKNOWLEDGEMENT SHEET** | | |
| Person having read the document, full name | Date of acquaintance with the document | Signature |
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**Annex C**

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| **PERIODIC INSPECTION SHEET** | | | | |
| Order number and date | Inspection results | Date of making the entry | Person having made the entry, full name | Signature of a person having made the entry |
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**Annex D**

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|  | **CHANGE AND AMENDMENT REGISTRATION SHEET** | | | | |
| Change sequence number | Reasoning (order number and date) | Сhange implementation date | Amendment date | Зerson who made the change, full name | Signature of a person who made the change |
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