

JSC «ALT Mukhamedzhan Tynyshpaev University»	INTEGRATED MANAGEMENT SYSTEM «Regulations on the Academic and Methodological Council» WI-ALT-01	Edition 06 dated 04.2026 Edition 05 dated 25.09.2025	Page 1 of 8
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APPROVED
Chairman of the Management
Board-Rector of JSC
«Mukhamedzhan Tynyshpayev
ALT University»
_____Zharmagambetova M.
«__» _____ 2026

WORK INSTRUCTION
REGULATIONS ON THE ACADEMIC
AND METHODOLOGICAL COUNCIL

RI-ALT-01

<i>Entered into force from the moment of approval</i>				
Status	Position, Department	Full Name	Signature	Date
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Almaty, 2026

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1. GENERAL PROVISIONS

1.1. These Regulations on the Academic and Methodological Council (hereinafter — the Regulations) are intended for application at Joint-Stock Company "Mukhamedzhan Tynyshpaev ALT University" (hereinafter — the University) to define the operating procedures of the Academic and Methodological Council (hereinafter — the AMC), its composition, members' responsibilities, and other requirements in accordance with ISO international management system standards, sustainable development principles, and internal regulations. This document serves as the primary regulation governing the formation and activities of the University's AMC.

1.2. The AMC independently resolves issues within its competence in accordance with the current legislation of the Republic of Kazakhstan and acts in the best interests of students, faculty, and University staff.

1.3. Decisions made by the AMC are advisory in nature, unless otherwise provided by the legislation of the Republic of Kazakhstan.

1.4. The composition, powers, election procedures, and activities of the AMC are determined by the legislation of the Republic of Kazakhstan, the University Charter, and these Regulations.

1.5. The provisions of these Regulations apply to all members of the AMC.

2. NORMATIVE REFERENCES

2.1. The following regulatory documents are referenced in these Regulations:

1. Normative references to international and national standards according to existing ISO certificates.

2. Republican legislative framework:

Law of the Republic of Kazakhstan — On Education;

Law of the Republic of Kazakhstan — On Anti-Corruption;

Law of the Republic of Kazakhstan — On Joint-Stock Companies;

Standard Rules for Organizing the Work of Collegial Governing Bodies of Higher and (or) Postgraduate Education Organizations (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated April 1, 2025, No. 157);

Standard Rules for the Activities of Educational Organizations Implementing Higher and Postgraduate Education Programs (Decree of the Government of the RK dated April 7, 2017, No. 181);

Standard Rules for the Activities of Higher and (or) Postgraduate Education Organizations (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595).

3. Normative references to the University's internal regulations.

3. TERMS, DEFINITIONS, AND ABBREVIATIONS

3.1. The following designations and abbreviations are used in these Regulations:

Abbreviation	Definition
IMS	Integrated Management System
AMC	Academic and Methodological Council
MR IMS	Management Representative for IMS
DAPQ	Department of Academic Policy and Quality
AMW	Academic and Methodological Wor
TS	Teaching Staff (Faculty)
EDMS	Electronic Document Management System

4. PURPOSE AND OBJECTIVES OF THE ACADEMIC AND METHODOLOGICAL COUNCIL

4.1. The purpose of the AMC's activities is:

1. To ensure effective, transparent, and democratic management of the AMC's activities in line with the priority tasks of the higher education system, the University's development strategy, and with the active participation of employees and students;

2. The systematic implementation and improvement of progressive educational, information, computer, and communication technologies and tools that develop innovative (informational, computer, philosophical, integrative, communicative, action-oriented) competencies of teachers and students.

4.2. The activities of the AMC are based on the publicity and collective discussion of matters within its competence.

4.3. The main objectives of the AMC are:

1. Consideration, discussion, and decision-making on key issues of the University's AMW;

2. Ensuring transparency and accountability of its activities to stakeholders, including the public and government agencies;

3. Strengthening cooperation between structural units of the University to achieve common goals in the academic and methodological field;

4. Harmoniously increasing the quality requirements for the academic and methodological activities of teachers and their mastery of educational technologies;

5. Searching for new, innovative ways to develop educational technologies that lead to optimal solutions for the challenges facing the University;

6. Improving the credit system of education and developing its regulatory framework;

7. Recommending for publication the academic and methodological literature (hereinafter — AML) prepared by the University's teaching staff;

8. Organizing and conducting consultations, meetings, seminars, round tables, conferences, and other events on AMW issues;

9. Discussing and submitting proposals for improving draft regulatory legal documents regarding the methodological support of the University's educational process;

10. Approving the formats for conducting final assessments, as well as the development and examination of test tasks and other forms of student knowledge assessment;

11. Monitoring the implementation of new innovative technologies and the improvement of existing teaching methods, techniques, and tools;

12. Coordinating the activities of committees established under the AMC;

13. Reviewing and approving annual plans and reports on the activities of the institutes' academic-methodological bureaus;

14. Discussing the results of continuous assessment, intermediate, and final examinations of students;

15. Reviewing and approving draft agendas for AMC meetings;

16. Making decisions on holding extraordinary meetings of the AMC;

17. Making decisions on postponing AMC meetings;

18. Considering other issues of current University operations related to academic and methodological work.

5. RIGHTS AND OBLIGATIONS OF THE ACADEMIC AND METHODOLOGICAL COUNCIL

5.1. The AMC has the right to:

1. Request additional materials regarding academic and methodological support of the educational process from University structural units;

2. Hear reports from heads of departments, directors of institutes, and heads of structural units;

3. Make decisions on all matters concerning the organization of the academic and methodological division.

5.2. The AMC is obliged to:

1. Take a creative and productive part in managing University activities in accordance with the University Development Program for the respective years;

2. Monitor the execution of decisions adopted at AMC meetings;

3. Timely review and implement proposals from public organizations, teachers, and other employees aimed at improving the University's operations;

4. Comply with laws and other regulatory legal acts concerning labor and education;

5. Fulfill IMS requirements.

6. COMPOSITION AND OPERATIONAL PROCEDURES OF THE ACADEMIC AND METHODOLOGICAL COUNCIL

6.1. The composition of the AMC is approved by these Regulations.

6.2. The Chairman of the AMC (hereinafter — the Chairman) and their deputy are elected by a majority vote from among the members of the AMC. In the absence of the Chairman, their duties are performed by the deputy, who also exercises other powers granted by the AMC Chairman.

6.3. The Chairman coordinates the activities of the AMC in accordance with the Laws of the Republic of Kazakhstan "On Education", "On Science and Technology Policy", regulatory legal acts of the Republic of Kazakhstan regulating educational activities, and these Regulations.

6.4. The AMC Chairman:

1. Develops the draft AMC Work Plan for the academic year;

2. Presides over AMC meetings;

3. Signs AMC minutes;

4. Convenes regular and extraordinary meetings of the AMC;

5. Resolves other organizational matters of the AMC.

6.5. The AMC Secretary:

1. Is elected by AMC members upon recommendation of the AMC Chairman or their deputy and does not have voting rights;

2. Is responsible for managing the records and clerical work of the AMC;

3. Counts votes during voting procedures;

4. Must be familiar with the instructions for records management at the University.

6.6. The AMC includes:

1. Vice-Rector for Academic Affairs — Chairman of the AMC;

2. Director of DAPQ — Deputy Chairman of the AMC;

3. Heads of structural units (involved in the academic-methodological process);

4. Heads of departments;

5. Representatives of the teaching staff (at least 2 people);

6. President of the Student Government;

7. Representatives of employers.

6.7. An AMC member:

1. Is required to attend all AMC meetings. If it is impossible to attend a meeting due to a valid reason, the AMC member must inform the Secretary 1 (one) day before the meeting, who then relays this information to the AMC Chairman.

2. Has the right to address questions to meeting participants and demand additional materials on agenda items;

3. Has the right to justify their proposals during discussions on matters within the AMC's scope;

4. Must know the legislation of the Republic of Kazakhstan and internal documents regulating the activities of the AMC.

7. PROCEDURE FOR ORGANIZING AND CONDUCTING AMC MEETINGS

7.1. The AMC operates based on an annual Work Plan for the upcoming academic year, which is approved at the final meeting of the preceding academic year. The AMC Work Plan is published on the official website of the University.

7.2. The draft AMC Work Plan is formed based on proposals from the Chairman, AMC members, and structural units. These proposals are submitted to the Secretary and subsequently to the Chairman by June 1 of the current academic year.

7.3. AMC meetings are held during the academic year at least once every 2 months in accordance with the approved Work Plan, typically on the penultimate Thursday of every second month.

7.4. The agenda for a regular AMC meeting is prepared by the Secretary, approved by the Chairman, and sent to AMC members and other interested parties via EDMS/email/paper media.

7.5. The agenda is finalized and approved by the AMC at the beginning of each meeting. Additional questions may be included upon the proposal of AMC members if supported by a majority of the members present.

7.6. Materials (reports, draft decisions, etc.) on the agenda items of a regular meeting must be submitted to the AMC Secretary in both paper and electronic formats no later than 10 calendar days before the meeting date. If materials are not submitted within this timeframe or contain deficiencies requiring significant revision, the AMC Chairman may decide to exclude the item from the agenda or postpone it to another meeting.

7.7. The AMC meeting begins with the registration of AMC members by signing an attendance sheet.

7.8. AMC meetings are considered valid (have a quorum) if at least 2/3 of its members are present.

7.9. AMC decisions are deemed adopted if voted for by a majority of the members present at the meeting.

7.10. Voting and Decision-Making Procedure:

1. Open voting in the AMC is conducted by a show of hands and counting the votes cast.

2. If procedural errors are identified during the determination of voting results, a re-vote may be conducted by decision of the AMC. In the event of a tie, the Chairman's vote is decisive.

3. Before open voting begins, the AMC Chairman announces the number of proposals put to a vote, clarifies their wording, and the sequence in which they are voted on. No one may interrupt the voting process after this announcement.

4. After the Secretary counts the votes, the Chairman announces the adopted decision.

7.11. Minutes are taken at AMC meetings (Form No. 1 to RI-ALT-01), signed by the Chairman and Secretary, and accompanied by the attendance sheet signed by all participating AMC members. Short-form minutes and the attendance sheet indicating full names, positions, and attendance marks are published on the official ALT website.

7.12. The meeting minutes are compiled by the Secretary within 3 (three) working days after the meeting.

8. LIABILITY

8.1. All University employees are responsible for the proper application of the requirements of these Regulations in their activities.

8.2. Responsibility for implementing the standards of these Regulations rests with the AMC members.

8.3. Persons responsible for AMC decisions (officials, heads of departments, and their employees) are accountable to the AMC for any untimely execution of adopted decisions and are monitored by the AMC Secretary regarding implementation progress.

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8.4. Based on monitoring results, disciplinary measures may be applied to such persons in accordance with the University's internal regulations.

8.5. All persons with access to AMC materials are responsible for maintaining confidentiality.

8.6. Responsibility for introducing changes and additions to these Regulations is assigned to the AMC Secretary.

9. FINAL PROVISIONS

9.1. Changes and additions to this document, as well as its storage, protection, restoration, and withdrawal, are carried out in accordance with DP-ALT-01.

9.2. Risk identification, assessment, and management for this document are carried out in accordance with DP-ALT-05.

9.3. The head of the department that developed the document is obliged to transfer the approved original copy of this document to the Business Processes and Methodology Office for storage.

9.4. Working copies of this document are stored electronically in the EDMS for review and practical application.

9.5. This document enters into force upon its approval by the Chairman of the Management Board - Rector and remains valid until a new edition is approved.

