

	Limited Liability Partnership Astana IT University	DP-AITU-2 7
Regulations on the Administration of Astana IT University LLP		Revision 1

**REGULATIONS ON THE RECTORATE
ASTANA IT UNIVERSITY LLP**

Nur-Sultan, 2022

APPROVED Scientific Board, Protocol No. 10 dated April 30, 2020

1. Terms and definitions, abbreviations

1.1. The following key concepts are used in this document:

1) Rectorate - a collegial operational and advisory body that provides solutions to current issues of educational, research and administrative activities of the Partnership.

Other terms used in this Code correspond to the terms and definitions used in the legislation of the Republic of Kazakhstan.

1.2. The following abbreviations are used in this document:

1) RK - the Republic of Kazakhstan;

2) Partnership - Limited Liability Partnership "Astana IT University";

3) Regulations - Regulations on the Rectorate of Astana IT University LLP.

2. Scope

2.1. This Regulation determines the status and powers, the procedure for the activities of the Rectorate of the Partnership and is applied by the corporate collegial bodies of the Partnership.

3. General provisions

3.1. This Regulation has been developed in accordance with the Law of the Republic of Kazakhstan dated April 22, 1998 No. 220-1 "On Limited and Additional Liability Partnerships", the Charter of the Partnership.

3.2. In its activities, the Rectorate is guided by the current legislation of the Republic of Kazakhstan, the Charter of the Partnership, these Regulations and other regulatory legal acts.

3.3. The Rectorate consists of the Rector, vice-rectors and heads of structural divisions of the Partnership. The powers of the members of the Rectorate are automatically terminated in connection with the dismissal from office.

3.4. The composition of the Rectorate is approved by the order of the Rector of the Partnership.

3.5. The Rector of the Partnership is the Chairman of the Rectorate, directly manages the activities of the Rectorate.

3.6. The organization of the preparation of meetings and materials on the agenda, the maintenance and execution of minutes is provided by the Academic Secretary.

4. Competence of the Administration

4.1. The main task of the Rectorate is to organize and coordinate the current work on the implementation of the Development Strategy of the Partnership and to ensure the main activities, preliminary study of issues related to the competence of the Rector and other corporate and collegial management bodies of the Partnership, and develop recommendations for them.

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4.2. The competence of the Rectorate includes the following issues:

- 1) monitoring the implementation of the Development Strategy and operational plans of the Partnership;
- 2) consideration of the implementation of current work plans by the structural divisions of the Partnership;
- 3) development of recommendations on priority areas for the development of the Partnership as a whole and its structural divisions;
- 4) organization of vocational guidance and admission of students;
- 5) consideration of current issues of the organization of the educational process and its educational and methodological support;
- 6) consideration of issues of mutual visits and control visits to training sessions;
- 7) consideration of issues of operational management of the academic activities of the Partnership;
- 8) consideration of current issues of organizing research activities of the Partnership, including research work of students;
- 9) consideration of current issues of organization of educational work of the Partnership;
- 10) consideration of current issues of organization of economic work of the Partnership;
- 11) consideration of current issues of international cooperation;
- 12) monitoring the implementation of decisions taken by the bodies of corporate governance, control and collegial bodies of the Partnership;
- 13) development of decisions on other issues within the competence of the Rectorate in accordance with the Charter and on behalf of the General Meeting of Participants, the Supervisory Board and the Board of the Partnership.

5. The procedure for organizing the work of the Administration

5.1. The Rector's office carries out work in accordance with the plan, which is drawn up and approved by the Rector for each academic year.

5.2. Rectorate meetings are held by the Rector of the Partnership, and in his absence - by the person acting in his capacity.

5.3. Rectorate meetings are held 1 (one) time in 2 (two) weeks.

5.4. The presence at the meeting of the members of the Rectorate is obligatory. If it is impossible to participate in the meeting, a member of the Rectorate is obliged to inform the Academic Secretary in advance, as well as provide information about the candidacy of the employee replacing him.

5.5. Decisions of the Rectorate are taken by a simple majority of votes and are considered valid if at least two thirds of its members take part in the meeting.

5.6. The list of issues under consideration is fixed in the agenda, which is prepared by the Academic Secretary, based on the annual work plan of the Rectorate, from the Rector's orders,

proposals from members of the Rectorate, and previous decisions of the Rectorate.

5.7. For the study and preparation of certain issues, the Rectorate has the right to decide on the involvement of experts and the creation of relevant commissions. Commissions are created by order of the Rector.

5.8. Issues of the Partnership's activities that require preliminary study, preparation of draft decisions, comprehensive discussion, are considered at meetings of the Rectorate with the invitation of managers and other employees of the structural divisions of the Partnership.

5.9. Decisions of the Rectorate are drawn up in a protocol, come into force and are mandatory for execution after approval by the Rector and / or announcement by order. The minutes are signed by the Rector and Academic Secretary of the Association. Solutions

5.10. The rector organizes a systematic verification of the implementation of the decisions of the Rectorate. The supervising vice-rector for the relevant direction informs the members of the Rectorate about the implementation of the decisions made by the Rectorate.

Change Registration Sheet

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Reference list

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