REGULATIONS ON THE FACULTY COUNCIL

Almaty, 2026

PREFACE

1. DEVELOPED AND SUBMITTED	by the Academic Affairs Department of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK
2. APPROVED AND PUT INTO EFFECT	By the Academic Council of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK, dated January 29, 2026, Protocol No. 7, Edition No. 1
3. MAKING AMENDMENTS AND ADDITIONS	
4. CONDUCTING AN INSPECTION	3 years

CONTENTS

1. GENERAL PROVISIONS 4
2. COMPOSITION OF THE FACULTY COUNCIL 4
3. MAIN FUNCTIONS OF THE FACULTY COUNCIL 5
4. TASKS OF THE FACULTY COUNCIL 5
5. ORGANIZATION OF THE FACULTY COUNCIL'S ACTIVITIES 6
6. POWERS AND RESPONSIBILITIES OF THE FACULTY COUNCIL MEMBERS 6
7. INTERACTION BETWEEN THE FACULTY COUNCIL AND THE ACADEMIC QUALITY COUNCIL 6
8. FINAL PROVISIONS 7
9. APPENDIX 1. TEMPLATE FOR THE FACULTY COUNCIL WORK PLAN 8
10. APPENDIX 2. TEMPLATE FOR THE FACULTY COUNCIL ACTIVITY REPORT 9
11. APPROVAL SHEET 10
12. INTRODUCTION SHEET 11

«Approved»
by the Decision of the Academic Council
of the RSI «T. Zhurgenov Kazakh National
Academy of Arts» of the MCI RK
Chairman of the Academic Council
_____ A. Zhudebayev
Protocol No. 7 January 29, 2026

1. General Provisions

1. This Regulation defines the status, objectives, functions, formation procedure, and organization of the activities of the Faculty Council of the Temirbek Zhurgenov Kazakh National Academy of Arts (hereinafter – the Faculty Council).
2. The Faculty Council is a collegial body of the faculty that considers and resolves issues related to the educational, instructional-methodological, organizational, and extracurricular activities of the faculty within its competence.
3. The Faculty Council is established taking into account the specifics of the faculty, which unites several departments that are closely related in terms of educational and creative activities.
4. In its activities, the Faculty Council is guided by the Law of the Republic of Kazakhstan "On Education," the normative legal acts of the authorized body in the field of science and higher education, the Charter of the Academy, the Academy's local regulatory acts, as well as this Regulation.
5. The Faculty Council carries out its activities in cooperation with the faculty administration, departments, the Academic Quality Council, the Methodological Council, the Academic Council of the Academy, and other structural units of the university.

2. Composition of the faculty council.

6. The Faculty Council is formed consisting of a Chairperson, members, and a Secretary.
7. The Chairperson of the Faculty Council is the Dean of the faculty.
8. The Faculty Council includes:

1. heads of the faculty departments;
2. representatives of the faculty departments' teaching and academic staff;
3. representatives of the faculty's methodological and creative units (if necessary);
4. student representatives (as decided by the faculty).

9. The number of members of the Faculty Council is determined based on the number of departments and the specifics of the faculty and must be an odd number.

10. The personal composition of the Faculty Council is approved by the order of the Academy's Head for a term of one academic year.

3. Main functions of the faculty council.

11. The main functions of the Faculty Council are:

1) consideration of matters relating to the organization of the educational process at the faculty;

2) analysis and discussion of students' academic performance and interim assessment results;

3) consideration of matters relating to the educational and methodological work of the faculty's departments;

4) discussion of educational and methodological works prepared by the teaching staff of the departments;

5) discussion of matters relating to the implementation of educational programmes at the faculty;

6) consideration of matters relating to students' personal development and creative activities;

7) consideration and endorsement of proposals submitted by the departments for the development of the faculty;

8) discussion of staffing matters relating to the educational process within the faculty's scope of authority.

4. Tasks of the faculty council.

12. In accordance with its assigned functions, the Faculty Council carries out the following tasks:

1. to review the results of current and interim student assessments and develop measures to improve academic performance;

2. to discuss departmental reports on the implementation of educational and instructional-methodological work;

3. to review and discuss the instructional, scientific, and creative work of the faculty's teaching staff;

4. to review proposals regarding the organization of the educational process, class schedules, and forms of interim assessment;

5. to discuss issues related to the organization of internships, creative projects, competitions, and other forms of educational and creative activities;

6. to review matters of student discipline and academic responsibility in the prescribed manner;

7. to prepare proposals and recommendations for the faculty administration and the Academy's leadership.

5. Organization of the faculty council's activities.

13. The activities of the Faculty Council are carried out based on a work plan approved by the Chairperson of the Faculty Council. At the end of the academic year, the Faculty Council prepares a report on its activities. The recommended formats for the plan and the report are provided in the appendices to this Regulation.

14. Faculty Council meetings are held as necessary, but at least twice per semester.

15. Faculty Council meetings are considered valid if a quorum is present.

16. Decisions of the Faculty Council are made by open voting and are adopted by a simple majority of the members present. Such decisions are binding within the faculty's competence.

17. Decisions of the Faculty Council are recorded in minutes.

6. Powers and responsibilities of the faculty council members.

6.1. Chairperson of the Faculty Council

18. The Chairperson of the Faculty Council:

1. Organizes and coordinates the activities of the Faculty Council;
2. Prepares the agenda for meetings and ensures the preparation of materials;
3. Presides over Faculty Council meetings;
4. Ensures the implementation of the decisions of the Faculty Council;
5. Presents the decisions and proposals of the Faculty Council to the Academy's leadership.

6.2. Members of the Faculty Council

19. Members of the Faculty Council:

1. Participate in Faculty Council meetings;
2. Take part in the discussion of agenda items;
3. Make proposals for improving the activities of the faculty;
4. Participate in the implementation of the Faculty Council's decisions within their powers.

6.3. Secretary of the Faculty Council

20. The Secretary of the Faculty Council ensures the organizational and documentation support of the Council's activities, prepares minutes of meetings, and maintains records.

7. Interaction between the faculty council and the academic quality council.

21. The Faculty Council and the Academic Quality Council interact regarding the consideration of issues related to the implementation of educational programs and the quality of the educational process.

22. Issues concerning the expert evaluation of academic quality, assessment, and academic integrity are considered by the Academic Quality Council.
23. Issues related to the current educational, instructional-methodological, and organizational activities of the faculty are considered by the Faculty Council.

8. Final provisions.

24. The Faculty Council carries out its activities within the faculty's competence and does not replace the functions of the Academy's Academic Council.
25. This Regulation, as well as any amendments and additions to it, are approved by the order of the Head of the Academy and come into force on the date of their approval.

Head of the Academic Affairs Department **G.B. Abdirakhman**

Appendix 1. Template for the faculty council work plan

The work plan of the Faculty Council for the ____ academic year

№	Field of activity	Questions to consider	Form of consideration (meeting, discussion, hearing)	Responsible persons	Planned result
1	Organization of the educational process	Consideration of the organization of the educational process at the faculty	Faculty Council Meeting	Dean, Head of Departments	Council decisions
2	Academic performance and assessment	Analysis of the results of the current and intermediate certification of students	Hearing information	Head of Departments	Recommendations
3	Educational and methodical work	Review of reports of departments on educational and methodical work	Discussion	Departments	Offers
4	Educational, methodical and creative work	Discussion of teaching, scientific and creative works of teaching staff	Discussion	Teaching staff	Recommendations
5	Practice and creative activity	Consideration of issues related to the organization of practices and creative projects	The meeting	Responsible persons	Decisions
6	Upbringing work	Consideration of Issues Related to Upbringing and Extracurricular Activities	Discussion	Curators	Offers
7	Other issues	As needed	By decision of the Council		Decisions

Appendix 2. Template for the faculty council activity report

REPORT on the activities of the Faculty Council for the ____ academic year

1. General Information

- Composition of the Faculty Council;
- Number of meetings held;
- Key issues considered during the reporting period.

2. Main Areas of Activity

2.1. Organization of the Educational Process

Brief description of the issues considered and decisions made.

2.2. Student Performance and Assessment

Analysis of current and interim assessment results, measures taken, and recommendations.

2.3. Instructional and Methodological Work

Review of the instructional-methodological and creative work of departments and teaching staff.

2.4. Internships, Creative, and Upbringing Activities

Information on the issues considered and outcomes of discussions.

3. Key Decisions and Recommendations of the Faculty Council

A list of the main decisions and recommendations adopted by the Faculty Council during the reporting period.

4. Problematic Issues and Proposals

Description of identified problems and proposals for their resolution.

5. Summary of the Faculty Council's Activities

A generalized assessment of the effectiveness of the Faculty Council's work and proposals for the next academic year.

APPROVAL SHEET

Prepared by:		
Head of the Academic Affairs Department		G. Abdirakhman
Agreed:		
Vice-Rector for Academic and Methodological Work		Sh. Yergobek
Vice-Rector for Scientific Work		K. Khalykov
Head of the Scientific Personnel Training Department		A. Kulshanova
Head of the Educational and Methodological Department		A. Vyrakhmanova
Head of Strategic Planning and Quality Assurance Department		A. Moldabayeva
Head of the Legal Department		O. Tlegenova
Dean of the Faculty of Theater Arts		M. Sarybay
Dean of the Faculty of Cinema and Television		M. Bakeyeva
Dean of the Faculty of Art History		D. Matkerim
Dean of the Faculty of Choreography		I. Aukhadiyev
Dean of the Faculty of Painting, Sculpture and Design		B. Baidilda
Dean of the Faculty of Musical Arts		V. Alpysbayeva

INTRODUCTION SHEET

№	Division	Full name	Date	Signature