



"Approved"

At the meeting of the Academic
Council

Protocol №1 of 28.09.2023.09.2023 y.

Put into effect by Order

Chairman of the Management Board-
Rector

№ 369-N of 13.10.2023

INTERNAL REGULATORY DOCUMENTS

REGULATIONS

ON THE COUNCIL OF YOUNG SCIENTISTS


PSMAT GNI 03.3001-2023

Ext. _____

Copy of _____

ASTANA 2023

Introduction

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1 DEVELOPED BY THE Science and Innovation Department

(name of the structural division that developed it)

2 SUBMITTED: Quality Committee

(name of the structural division)

3 APPROVED AND PUT INTO EFFECT Approved at the meeting of the Academic Council Protocol № 1 of 28.09.2023 y. and Put into effect by the order of Chairman of the Board-Rector № 369-N of 13.10.2023.

(name, date and number of the approving organizational and administrative document)

3 DEVELOPERS:

- Member of the Board - Vice-Rector for Scientific and Innovative Activities- Tokbergenov I.T.

(academic degree, academic title, full name)

- Acting Director of Science and Innovation Department - Bulkhairova Zh..S.


(Full name)

**4 FIRST REVIEW PERIOD
VERIFICATION PERIODICITY**


**2028
is 5 years**

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1 Scope of application

This Regulation on the Young Scientists Council (after RYSC) regulates the activities of the Young Scientists Council S.Seifullin Kazakh Agrotechnical Research University», defines the procedure for its formation and activities, functions and competence of its members.

RYSC is mandatory for all structural divisions of NCJSC «S.Seifullin Kazakh Agro Technical Research University» (after- NCJSC "S. Seifullin KATRU").

RYSC is included in the set of internal regulatory documents NCJSC "S. Seifullin KATRU".

2 Normative references

The RYSC uses references to the following regulatory documents:

1) WITH GNI 01.1011-2023 Internal regulatory documents. The standard of the organization. General requirements for the construction, presentation and documentation of internal regulatory documents.

2) DP GNI 01.1006-2023 Internal regulatory documents. A documented procedure. Document management.

3) DP GNI 01.1007-2023 Internal regulatory documents. A documented procedure. Quality management of records.

3 Definitions

3.11 For RYSC, young scientists are (1) Young scientists are (1) researchers, (2) specialists, (3) students, (4) undergraduates, (5) doctoral students and (6) teachers under the age of 40 who carry out teaching and research activities at the S. Seifullin National Research University.

4 Designations and abbreviations

RYSC uses the following abbreviations:

1) NCJSC «S.Seifullin KATRU»– NCJSC «S.Seifullin Kazakh Agro Technical Research University»;

2) RYSC – Regulation on the Young Scientists Council;

3) DAA – Department of Academic Affairs;

4) SIAD –Scientific and Innovative Activities Department;

5) QC – Quality Committee;


6) DP - documented procedure;

7) IRD– internal regulatory documents.

8) Council –Young Scientists Council

5 Responsibilities and Authority

5.1 Responsibility for the development, coordination, approval, registration and implementation of the RYSC shall be as follows:

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1) Member of the Board - Vice-Rector for Scientific and Innovative Activities is responsible for the development of the Board, namely the Chairman of the Council is responsible for its content, structure and design, coordinates this work Member of the Board - Vice-Rector for Scientific and Innovative Activities

2) Member of the Board - Vice-Rector for Scientific and Innovative Activities the RYSC project for registration to the QC;

3) QC draws up the original of the RYSC, the SIAD collects the approving signatures and submits it for consideration and approval to the Academic Council of NJSC "S.Seifullin KATRU";

4) The RYSC must be approved by Member of the Board - Vice-Rector for Scientific and Innovative Activities, the Member of the Board – Vice-Rector for Operations, the Chief Financial Officer, the Director of Science and Innovation Department, the Director of the Administrative Department, the Head of the Legal Service in the "Approval List" (Appendix A).

5) RYSC is approved and considered by the Academic Council;

6) Simultaneously with the approval of the RYSC, the head of QC prepares an order on its enactment, which is approved by Chairman of the Board-Rector of NJSC "S. Seifullin KATRU".

6 General Provisions

6.1 Young Scientists Council of NJSC "S.Seifullin KATRU" (after the Council) is a permanent, collegial advisory body of NJSC "S. Seifullin KATRU".

6.2 The mission of the Council is to form and coordinate the implementation of the policy of NJSC "S. Seifullin KATRU" in the following issues:

1. involvement of young scientists in research, teaching and innovation activities at NJSC "S. Seifullin KATRU";

2. support of young scientists – employees of NJSC "S.Seifullin KATRU" in terms of professional development, career advancement, protection of their intellectual, legal, social and other interests;

3. propaganda and promotion of scientific and other professional achievements of young scientists of NJSC "S.Seifullin KATRU";


4. other aspects related to the creation of a favorable environment for the activities of young scientists in NJSC "S. Seifullin KATRU".

6.3 The activities of the Council are carried out in accordance with the Constitution of the Republic of Kazakhstan, the Charter of NJSC "S. Seifullin KATRU" and other regulatory legal documents regulating the activities of NJSC "S. Seifullin KATRU".

6.4 The activities of the Council are based on the following principles:

1. the principle of objectivity, which means fair, comprehensive consideration of issues before the Council and informed decision-making on them based on an objective analysis of the information provided;

2. the principle of democracy, which means the right of each member of the Council to have his or her own point of view on any issue, which differs from the point

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of view of other members of the Council, and to express it publicly and reasonably;

3. the principle of voluntariness, which means free and voluntary decision-making by young scientists regarding participation in the work of the Council and events held on its basis;

4. the principle of publicity, which means the openness of the Council's meetings to all interested parties, public publication of the Council's decisions, with the exception of decisions that are classified by the Council or internal documents of NJSC "S. Seifullin KATRU" as information not subject to public publication;

5. the principle of equality, which means equal rights of the members of the Council in comparison with other employees of NJSC "S. Seifullin KATRU", including young scientists who are not members of the Council, with the exception of the rights provided by the RYSC for members of the Council;

6. the principle of self-government, which means the right of the Council independently, independently of other bodies of NJSC "S. Seifullin KATRU", to make decisions on issues within the competence of the Council, including the disposal of the budget provided for the Council's activities in accordance with the Development Plan of NJSC "S. Seifullin KATRU" for the corresponding financial year.

7 Activities of the Council, rights and obligations of its members

7.1 The main activities of the Council are:

1. development of recommendations on priority areas of development of scientific and innovative activities of NJSC "S. Seifullin KATRU";

2. development of proposals for the improvement of scientific work at NJSC "S. Seifullin KATRU", including the creation of new and modernization of existing technological platforms, laboratories, academic and other structural divisions;


3. making decisions on financing the projects of young scientists of NJSC "S. Seifullin KATRU" within the framework of the system of own scientific grants of NJSC "S. Seifullin KATRU";

4. making decisions on sending young scientists to internships at the expense of NJSC "S. Seifullin KATRU";

5. organization of consulting, organizational and methodological support for young scientists with their participation in research projects and programs, scientific internships, competitions, scientific conferences and seminars held in the Republic of Kazakhstan and abroad;

6. dissemination of information on scientific projects and programs, funds supporting scientific research of young scientists (grants), scientific and educational centers, as well as specialized events (conferences, seminars) held in the Republic of Kazakhstan and abroad;

7. organization of seminars, round tables, conferences, lectures, as well as competitions for the best scientific and technical products and other events on the basis of NJSC "S. Seifullin KATRU" in order to exchange experience between young scientists, improve their skills, discuss topical scientific problems, develop scientific

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programs and projects, etc.;

8. assistance to young scientists in the publication of articles, reports and other materials based on the results of their research, including in foreign cited scientific journals;

9. organization of selection and recommendation of candidates for filling vacant positions in NJSC "S. Seifullin KATRU" intended for young scientists;

10. selection of candidates from among young scientists of NJSC "S. Seifullin KATRU" for long-term internships abroad, as well as targeted training in master's, doctoral and post-doctoral studies at universities of the Republic of Kazakhstan;

11. participation in the development of educational programs of NJSC "S. Seifullin KATIU";

12. monitoring of the scientific work of young scientists of NJSC "S. Seifullin KATIU", including hearing and approval of reports, development of recommendations for its improvement, and other activities;

13. nomination of works of young scientists of NJSC "S. Seifullin KATIU" for prizes of state bodies of the Republic of Kazakhstan, public and other domestic and foreign organizations;

14. participation in the evaluation of diploma theses, master's theses and other works of young scientists;

15. participation in the review of materials submitted for publication to the "Bulletin of S. Seifullin KATRU" and other publications of NJSC "S. Seifullin KATIU";

16. participation in the work to attract talented school graduates to NJSC "S. Seifullin KATIU", including by organizing and conducting career guidance events, promoting scientific results and research activities, and by other means;

17. organization of Olympiads among schoolchildren in the main areas of academic profile of NJSC "S. Seifullin KATIU";, including the distribution of diplomas and own grants for training at NJSC "S. Seifullin KATIU" to their winners;

18. organization and holding of events aimed at attracting students to research and innovation activities, as well as monitoring the participation of students in economic contracts, research projects and programs of NJSC "S. Seifullin KATIU";

19. coordination of post-doctoral programs of NJSC "S. Seifullin KATIU", participation in the selection of candidates for post-doctoral studies and making a decision on the issuance of an appropriate certificate in case of successful completion of the program;


20. development of recommendations for the Board of NJSC "S. Seifullin KATIU" on the organization of work and life of young scientists.

7.2 In the course of their activities, the members of the Council have the right to:

1. to come up with initiatives and make proposals on various issues of scientific and social life to the rectorate and to the Academic Council;

2. to represent and protect the rights and legitimate interests of the scientific youth of NJSC "S. Seifullin KATRU", including in third-party organizations;

3. interact with innovation and implementation centers and organizations, other

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interested organizations, foundations that carry out research projects, programs, and provide them with financial support (grants);


4. initiate research projects and programs, as well as the conclusion of cooperation agreements and other agreements with third-party organizations;
5. in coordination with the management of NJSC "S. Seifullin KATRU", participate in international, interregional, regional and other projects and programs;
6. participate in the work of the Academic Council, the Scientific and Technical Council and other advisory bodies of NJSC "S. Seifullin KATRU";
7. participate in the organization and implementation of other events at S. Seifullin KATRU aimed at supporting and promoting young scientists;
8. to take part in the meetings of the Council, to take the initiative, to express their views, to submit any proposals for consideration and to participate in the free discussion of all issues under consideration in accordance with the approved rules of the relevant events.

7.3 Carrying out activities for the implementation of the assigned tasks, the members of the Board are obliged to:

1. comply with the legislation of the Republic of Kazakhstan, generally accepted standards of business ethics, as well as the provisions of the Charter of NJSC "S. Seifullin KATRU" and other internal regulatory documents;
2. participate in meetings and other events of the Council in accordance with the instructions of the Chairman of the Council;
3. comply with the provisions of the RYSC;
4. make decisions on the issues under consideration independently and reasonably, based on an objective analysis of the information provided;
5. execute the instructions of the Chairman of the Council on issues within the competence of the Council, in accordance with the decisions of the Council on them;
6. within the time limits set by the RYSC, to submit a report on the activities as a member of the Council and to participate in the preparation of reports on the activities of the Council;
7. upon receipt of a message from the Council containing questions or appeals on the implementation of instructions related to the activities of the Council, to transmit its response in a timely manner no later than the deadline established in the message;
8. In any activity within the competence of the Council, strictly adhere to the decisions of the Council.

8 Composition and organization of Council work

8.1 Members of the Council can be (1) teachers, (2) employees of technological platforms and centers, (3) students, (4) undergraduates and (5) PhD students of S. Seifullin KATRU under the age of 40 inclusive on the date of the decision to include a member in the Council.

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8.2 In addition to the requirements specified in clause 8.1, candidates to the Board must meet the following requirements:

- 1) total experience of scientific and pedagogical work of at least 1 year;
- 2) participation on the date of nomination to the Council in funded scientific research, economic contracts or other work performed by S. Seifullin KATRU for third parties on a paid basis or have Hirsch index of 1.

8.3 The composition of the Council shall consist of an odd number of members, in the amount of no more than 15 people, of which:

1. Chairman of the Board, appointed by the Board of S. Seifullin KATRU on the recommendation of Member of the Board - Vice-Rector for Scientific and Innovative Activities;
2. no more than 3 members are appointed on the recommendation of the Chairman of the Council;
3. 1 member is nominated by the faculties on the basis of the decision of the councils of the respective faculties;
4. No more than 3 members are appointed from among the candidates proposed by the heads of technology platforms and centers.


8.4 The term of office of the members of the Board shall not exceed 3 (three) years from the date of the decision on the formation of the composition of the Board. At the end of three years, a new composition of the Council is formed in accordance with clause 8.3 of the RYSC.

8.5 The powers of the members of the Board may be terminated ahead of schedule in the following cases:

1. at the own request of a member of the Board, not earlier than one month from the date of submission of the relevant written notice to the Chairman of the Council;
2. in case of dismissal of a member of the Board from NJSC "S.Seifullin KATRU", from the date of termination of labor relations between the member of the Board and NJSC "S.Seifullin KATRU";
3. commission of actions by a member of the Council that violate the RYSC, other internal regulatory documents or a gross violation of generally accepted ethical standards by a member of the Council;
4. repeated failure of a member of the Council to comply with the decisions of the Council or the instructions of the Chairman of the Council;
5. unjustified absence of meetings of the Council more than twice;

8.6 The Chairman of the Board shall:

1. manages the activities of the Council;
2. signs decisions and other documents of the Council;
3. decides on the convocation and timing of the next meeting of the Council;
4. holds meetings of the Council;

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5. approves the work plan, agenda of the meeting and other documents necessary for the work of the Council;

6. coordinates the preparation of the annual work plan of the Council and the report on the activities of the Council;

7. interacts with the Management Board, heads of structural subdivisions and other employees of S. Seifullin KATRU NJSC within the competence established by the RYSC;

8. organizes the implementation of the work plans by the Council in accordance with the areas of activity approved by the RYSC, including the distribution of responsibilities among the members of the Council.

8.7 In the absence of the Chairman of the Board, the activities of the Board shall be managed by one of the members of the Board, determined by the Chairman.

8.8 The Scientific Secretary of the Council is one of the members of the Council, elected by the Council at the first meeting after the formation of the Council.

Scientific Secretary of the Council:

1) form the draft agenda of the meetings of the Council;

2) ensure the organization of the meetings of the Council, namely notification of the members of the Council on the date and place of the meeting, distribution of the agenda, preparation and distribution of the minutes;

3) bring the decisions of the Council to the attention of interested persons, and, if necessary, ensure their publication on the website of NJSC "S. Seifullin KATRU".

8.9 The meeting of the Council shall be held in accordance with the work plan of the Council, or as necessary. The Council is competent to make decisions if at least half of its members are present at the meeting.

8.10 The work plan of the Council for the year is developed by the Council and approved by the Member of the Board - Vice-Rector for Scientific and Innovative Activities. Each event included in the work plan of the Council must contain (1) deadlines, (2) specific, measurable target indicators, (3) a responsible executive from among the members of the Council, (4) a list of structural subdivisions or employees of NJSC "S. Seifullin KATRU" who are co-executors of the event.

8.11 All decisions of the Council, including the rules of procedure, shall be adopted by open voting, by a simple majority of votes. In case of equality of votes, the vote of the Chairman of the Council shall be decisive.


8.12 The competence of the Council includes the following issues related to the organization of its activities:

1. agreeing on the work plan of the Council and the report on the work of the Council before submitting it for approval;

2. determination of the members of the Council representing the Council in the Academic Council, Scientific and Technical Council, other advisory bodies and commissions of S. Seifullin KATRU;

3. approval of documents regulating the activities of the Council, including job descriptions, requirements, instructions and other documents;

4. other issues directly related to the organization of the Council's activities in the

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areas according to clause 7.1.

9 Interaction between the Council and the Administration of S. Seifullin KATRU

9.1 The administration of S. Seifullin KATRU provides comprehensive support to the activities of the Council within the resources provided in accordance with the Development Program and development plans for the relevant periods.

The Administration guarantees the representation of the members of the Council in the Academic Council, other consultative and advisory bodies and commissions of NJSC "S. Seifullin KATRU".

9.2 The Council, within the limits of its competence, ensures the implementation of strategic program documents and other decisions of the administration of NJSC "S. Seifullin KATRU".

9 How to Make Changes

9.1 The development, execution, coordination and approval of the amendments made to it must be carried out in accordance with DP GNI 01-1006-2023 and registered in the "Change Registration Sheet" (Appendix B).

9.2 The decision to amend the IRI is made by the Member of the Management Board-Vice-Rector for Operations. Changes to the IRD are made by the QC (Quality Committee) on the basis of memoranda, orders of the Chairman of the Board-Rector and decisions of collegial bodies (Academic Council, Board, etc.)

10 Coordination, storage and distribution

10.1 Distribution of this regulation is carried out by the QC (Quality Committee).

10.2 This Regulation shall be approved by the Member of the Board - Vice-Rector for Scientific and Innovative Activities, Member of the Board – Vice-Rector for Operations, Financial Director, Director of the Department of Science and Innovation, Director of the Administrative Department, Head of the Legal Service in the "Familiarization Sheet" (Appendix A).

10.3 The head of the unit is responsible for familiarizing the employees of the unit with the document.

14.4 Copies of this Regulation shall be sent to the following addresses: to all departments of the University in the electronic document management system "DOCUMENTOLOG"



Appendix A
(mandatory)

F.1.01-01

Approval Sheet

Post	S.N.MN.	Date	Signature
Member of the Board – Vice-Rector for Operations			
Member of the Board - Vice-Rector for Scientific and Innovative Activities			
Chief Financial Officer			
Director of Science and Innovation Department			
Director of Administrative Department			
Head of Legal Department			



Annex B
(mandatory)

F.1.01-02

Familiarization Sheet

Post	S.N.MN.	Date	Signature

**Annex B
(mandatory)**

F.1.01-03

Change Logging Sheet

Sheet Numbers				№ the notice on the basis of which the change was made	Name Face contributor Changes	Signature the person who made the contribution Changes	Date Making Changes
Changed	замененных	Replaced	cancelled				
1	2	3	4	5	6	7	8



Appendix D
(mandatory)

F.1.01-04

Periodic Inspection Record Sheet

Date checks	Full name of the person, Performed Check	Signature who has performed the check	Wording of comments
1	2	3	4