

APPROVED

by the decision of the Management Council
«University Medical Center» Corporate Fund
from «12» of February 2024
№ 2

**Regulations on the Research Council
of the "University Medical Centre" Corporate Found**

Astana, 2024

1. General Provisions

1. The Research Council (hereinafter - Council) is the highest coordinating consultative and advisory body for managing the scientific, clinical, innovative activities of the Foundation and the main policy-making body of the "University Medical Centre" Corporate Fund (hereinafter - the Fund) on all issues related to scientific and academic research of the Fund in accordance with the Charter of the Fund, these Regulations and internal documents of the Fund. The Council is created in order to improve fundamental and applied scientific and clinical research carried out at the Fund.

2. The Council in exercising its powers is guided by the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science" and "On Education", the Code of the Republic of Kazakhstan "On Public Health and HealthCare System", the Annex on the Research Council of the autonomous organization of education "Nazarbayev University", the Strategic Plan of the Ministry of Science and Higher Education of the Republic of Kazakhstan and other normative legal acts of the Republic of Kazakhstan.

3. In its activities, the Research Council shall be guided by the Bylaws of the Fund, these Bylaws and other internal documents of the Fund.

2. Powers of the Research Council

4. The competence of the Research Council includes:

- 1) approval of rules and control over the issues of expertise and research support, including standards and procedures for internal research support;
- 2) approval of the Council's Work Plan and the Fund's scientific work plans;
- 3) organization and coordination of fundamental and scientific-applied research
- 4) determination and approval of the main priority areas of scientific activity in the Fund;
- 5) discussion and approval of draft plans for the Fund's research activities, scientific research protocols;
- 6) determining the scope of research activities and the direction of scientific projects and clinical trials;
- 7) development of the main directions of interaction of the Fund with scientific organizations located in the near and far abroad and higher educational institutions in the implementation of scientific research;
- 8) establishment of international cooperation in the field of research activities;
- 9) assessment of the level and monitoring of the progress of clinical trials and scientific projects carried out on the basis of the Fund;
- 10) discussion and approval of interim, final reports of scientific research work of the structural divisions of the Fund;
- 11) coordination of the Fund's publishing activities, consideration of issues of preparation and publication of textbooks, monographs, practical guides, methodological recommendations, teaching aids and other scientific and methodological literature,

scientific publications in international and republican publications; materials of conventions, congresses and conferences.

12) consideration of scientific and innovative activities (patents, inventions, innovation proposals;

13) calling in independent experts to conduct examinations of clinical studies and scientific projects;

14) consideration of issues of scientific internship, leave, advanced training and scientific trips;

15) consideration of the conduct and participation of Fund employees in scientific, technical, scientific and practical congresses, conferences, colloquiums, symposia, seminars at the local, regional and international levels;

16) consideration of the intellectual property rights, commercialisation and technology development;

17) developing and approving standards and definitions of violations (plagiarism, falsification and fabrication) in research activities;

18) consideration the issues of granting scientific and honorary degrees to academic staff and making recommendations to the Committee for Quality Assurance in Science and Higher Education under the Ministry of Science and Higher Education of the Republic of Kazakhstan on their awarding;

19) advising and coordinating with the Methodological Council on issues of mutual interest regarding teaching, research and management, such as policies on academic and research partnerships, intellectual property, as well as other issues related to scientific activity;

20) review and approve draft memorandum of understanding in the field of scientific and technical co-operation;

21) exercise other powers in accordance with the present Statute, internal documents of the Fund, as well as according to the decisions of the Governing Board.

3. Council structure

5. The Board shall consist of:

- Chair of the Council;
- Vice-Chair of the Council;
- Members of the Council;
- Academic Secretary of the Council.

6. The composition of the Council is approved by the decision of the Fund's Board and formed from among the leading scientists and highly qualified specialists:

- Directors of Clinical-Academic Departments and/or Vice Directors for Teaching and Research;

- Employees of the Foundation, who have an academic degree (candidate of medical sciences, doctor of medical sciences, doctor of philosophy (PhD), doctor of specialization, associate professor (associate professor), professor), research experience in clinical trials and research work, Hirsch Index above 3 (three).

7. The Board is headed by the Chair of the Board (hereinafter - the Chair), appointed and dismissed by decision of the Fund's Board.

8. The number of Board members shall consist of not less than seven and not more than thirty-three members. Early change of the composition of the Board shall be carried out at the request of at least half of its members expressed in writing. If necessary, individual changes may be made to the composition of the Council by decision of the general meeting of the Council. Invited persons may take part in the meetings of the Council with the right of deliberative vote.

9. Persons elected to the Council may be re-elected an unlimited number of times. If a member of the Council is dismissed from the Foundation, he/she automatically resigns from the Council. The election of a new member of the Council shall be carried out in accordance with the procedure established by these Regulations.

10. The term of office of the Council is 3 (three) years.

11. The Management Board of the Fund has the right to initiate early termination of the powers of all or some members of the Council, for which purpose it sends a letter with a justification of the reason for termination. Early termination of the powers of a member of the Board on his/her initiative is possible on the basis of his/her written notice to the Chair and is carried out by the order of the Chair of the Fund's Management Board.

4. Council Functions

12. The Chair shall perform the following functions:

1) organises the work of the Council in accordance with the legislation of the Republic of Kazakhstan and these Regulations;

2) directs the activities of the Council;

3) convenes meetings of the Council;

4) determines the agenda of meetings of the Council, prepares materials for consideration by the Council;

5) presides at the meetings of the Council and manages the general course of the meeting in accordance with this Regulation;

6) upon the consent of the majority of the Council members present at the meeting, the Chair may set the total duration of the discussion of the issue, the time allotted for questions and answers, as well as extend the time of the speech;

7) signs the minutes and decisions of the Council;

8) exercises systematic control over the implementation of the Council's decisions;

9) shall systematically inform the members of the Council on the implementation of the decisions adopted by the Council;

10) issues orders and gives instructions on issues within its competence;

11) is personally responsible for the validity of the proposals made by the Council to the tariff commission on the remuneration of the head of the temporary scientific team;

12) decides on the date of the regular and extraordinary meeting of the Council;

13) introduces issues requiring prompt consideration (unscheduled issues) to the agenda of the Council meeting;

14) performs other functions stipulated by the internal documents of the Foundation.

13. In the absence of the Chair (business trip, illness, holiday), his functions are performed by the Deputy Chair or a person appointed by order of the Chair of the CEO of the Fund.

14. The Scientific Secretary of the Board shall perform the following functions:

1) forms the agenda of the Council meeting and submits it to the Chair for approval;

2) ensures the interrelation of the Council with the structural subdivisions and employees of the Company;

3) control the process of preparation of materials and draft documents on the agenda of the Council meeting and ensure their timely communication to the Council members;

4) organise timely communication of the Council decisions to the structural subdivisions of the Fund and control their timely implementation and systematically inform the Chair and the Council members about it;

5) together with the relevant subdivisions and officials of the Fund shall carry out organisational and preparatory work on the development of scientific and technical programmes of the Fund;

6) request necessary information related to scientific and research activities of the Foundation;

7) submit to the Council or its Chair applications, letters and other correspondence received by the Foundation and addressed to the Council or its Chair;

8) ensure preparation of minutes of the Council meetings and distribution of extracts from the minutes;

9) prepare the annual plan and report of the Council's work;

10) Fulfil other functions related to the Council, by order of the Chair.

5. Board's proceedings

15. The Council's work shall be carried out in the following order:

1) The Council shall maintain documentation in accordance with the nomenclature of affairs of the Fund;

2) The Council's working languages are Kazakh, Russian and English. Applications for consideration shall be filled out in Kazakh/Russian and English languages according to Annex No. 1.

3) The Board shall organize its activities based on the approved annual plan, hold monthly meetings, as well as, if necessary, hold extraordinary meetings;

4) The day of the Council meeting - the third Wednesday of the month, time - 15.00, duration not more than 3 (three) hours. Speakers' time limit - not more than 10-15 (ten-fifteen) minutes, debates - not more than 3 (three) minutes. If necessary, the Chair shall have the right to decide on other meeting times;

5) the meeting of the Council begins with the registration of those present in the attendance list, which is conducted by the Scientific Secretary.

6) a meeting is competent (quorum) if it is attended by at least 2/3 (two thirds) of the Council members;

7) the formation of the Council's work plan is carried out taking into account the proposals of the structural units of the Foundation, submitted to the Scientific Secretary of the Council for generalization and submission to the Council for consideration;

8) an extraordinary meeting of the Council may be convened on the initiative of the Chair of the Council not later than 10 (ten) days from the date of receipt of the request to convene;

9) written notifications on holding an extraordinary meeting of the Council with enclosed materials on agenda items shall be sent to the members of the Council not later than 3 (three) work days prior to the date of the extraordinary meeting. The notice on holding an extraordinary meeting of the Council shall contain information on the date, time and place of the meeting, as well as its agenda;

10) the agenda of the regular meeting of the Council shall be formed by the Scientific Secretary of the Council and approved by the Chair not later than 7 (seven) days prior to the scheduled date of the regular meeting, materials on the agenda of the meeting shall be sent to the members of the Council not later than 3 (three) days prior to the date of the meeting;

11) the proposal to include an issue in the agenda shall be preliminarily considered by the Council members. The final decision on inclusion of an issue in the agenda shall be made by the Council directly at its meeting;

12) the meetings of the Council are open to all scientists and employees of the Foundation. At the beginning of the meeting, the Scientific Secretary informs the Council about the participation of invited persons and the reasons (purposes) for their participation in the meeting;

13) in exceptional cases, a closed meeting of the Council may be held by decision of the Chair. Notification on convening a closed meeting shall be sent by the Scientific Secretary to the members of the Council not later than 3 (three) calendar days before the date of the meeting. Only members of the Council may participate in the closed meeting;

14) speakers on the agenda item shall submit materials to the Scientific Secretary not later than 7 (seven) working days prior to the date of the meeting of the Council on paper and electronic media in accordance with Annex 1. In case of absence of materials within the specified period, the Chair has the right to make a decision to exclude the issue from the agenda;

15) all documents of scientific activity of the Foundation shall be submitted to the Academic Council after review by the Directors of the relevant CAD/Department. In case of approval of the scientific application by the relevant CAD/Department, the form "Decision on approval/non-approval of scientific research" shall be filled out according to Annex 2.

16) In case of necessity, the meeting of the Council, except for an extraordinary one, may be postponed with the consent of all present members of the Council.

17) The decisions of the Council shall be taken by open voting. Each member of the Council shall have one vote. Decisions of the Council shall be adopted by a simple majority

of votes of the Council members present at the meeting. In case of equality of votes, the vote of the Chair or the person presiding at the meeting of the Council shall be decisive. Transfer of votes by one member of the Council to another is not allowed;

18) The Chair, prior to the commencement of an open ballot, shall announce the number of proposals to be put to the vote, specify the wording and sequence in which they are to be put to the vote, and remind the meeting of the majority (of the total number of Members of the Council, of the Members present at the meeting and voting) by which a decision may be taken. After the announcement of the beginning of voting, no one shall have the right to interrupt the voting;

19) counting of votes shall be carried out by the Scientific Secretary of the Council. At the end of the counting of votes, the Chair shall announce what decision has been taken;

20) members of the Council, who are running for a position by competition, for presentation to the academic title or awards, do not take part in the voting on their candidature and are not taken into account in determining the quorum;

21) secret ballot shall be held on the following issues:

-about early elections of the Council;

- election of the head of a scientific research project;

- nomination of employees of the Fund in the full members and correspondent members of the National Academy of Science of the Republic of Kazakhstan and other academies;

- other issues stipulated by the relevant regulations and other normative documents of the Fund.

22) prior to the beginning of the secret ballot, the Council shall elect by open vote a counting commission of at least 3 (three) persons from among the members of the Council participating in the meeting, including the chair of the counting commission. The counting commission shall not include a member of the Council whose candidature is being balloted. The counting commission after counting the votes shall announce the results of voting for each candidate, the minutes of the counting commission shall be approved by the Council by open voting by a simple majority of votes;

23) secret ballot shall be conducted using ballot papers. The decision to include applicants in the ballot shall be made by open vote;

24) the decisions of the Council, which were taken at its meeting (regular and extraordinary) in person, shall be formalized in minutes to be signed by the Chair and the Academic Secretary of the Council within 5 (five) work days from the date of the meeting and approved by all voting members present on the meeting within 2 (two) work days after receipt. In case the voting member did not provide a response to the Minutes received, his/her answer will be considered as approval.

25) council meetings in absentia shall be held by sending materials (agenda, relevant Word document, presentation, etc.) by e-mail 7 (seven) working days in advance; Council members shall send the decision to the Secretary of the Council by e-mail before the specified deadline.

26) the decision of the Council meeting in absentia shall be made in writing and shall be recognized as valid in the presence of signatures of the members of the Council in a number sufficient for a quorum;

27) the Chair shall organize a systematic verification of the implementation of the decisions of the Council. The Academic Secretary shall inform the members of the Council about the fulfilment of the adopted decisions;

28) an appeal against the decision on the results of election to a position and conferment of a title shall be accepted by the Scientific Secretary of the Council within 10 (ten) days after the meeting of the Council. For such purposes, an appeal committee shall be established by the Chair. The findings of the appeal committee shall be heard at the next meeting of the Council. The decision of the Council on the results of the appeal shall be considered final and shall be adopted by open voting by a simple majority of votes.

6. Rights

16. The Council of the Fund may establish permanent and temporary commissions and research collectives on certain issues of the Fund's activities with the definition of their functions and composition.

7. Responsibilities of Council members

17. Council members are responsible:

1) for active participation in the activities of the Council;

2) for the duties assigned to them, fulfil them in good faith and use the ways that best reflect the interests of the Fund;

3) for actions aimed at infringement of intellectual property rights, including copyrights, in accordance with the requirements of the current legislation of the Republic of Kazakhstan;

4) for the performance or improper performance of their duties and bear responsibility in accordance with the legislation of the Republic of Kazakhstan.

18. Each member of the Council shall have one vote. The decision of the Academic Council shall be considered adopted if more than 50% of the members of the Academic Council present at the meeting voted in favour of it. The voting results shall be entered into the minutes of the Academic Council meeting.

8. Interaction of the Council within structural units

19. In accordance with the assigned tasks, the Council carries out its work in close contact with other structural subdivisions of the Fund concerning the competence of the Council.

20. It is prohibited to assign additional functions to the Council, which are not inherent to their activities in accordance with these Regulations.

Annex 1
to the Regulations on the Research Council at
“University Medical Center” Corporate Fund

Research proposal form

1	Research Proposal Title (PI)	
2	A brief description of research proposal (abstract)	
3	Research experience (including research rationale)	
4	General and specific objectives	
5	Materials and Methods	
6	Expected results	
7	Research Team members (including external, if any)	
8	Additional information (is this research project part of any educational course, e.g. MD, master, PhD, etc.; is this research supposed to be funded or already funded; other relevant information)	

Annex 2
to the Regulations on the Research Council at
“University Medical Center” Corporate Fund

The Decision of approval/not approval

_____ *(research proposal title)*

Proposed by _____
(PI name)

- Approved
- Not Approved

CAD Director/Department Head _____
(signature) _____
(name)

Section Head _____
(signature) _____
(name)

CAD Deputy Director
for Science and Education
/Deputy Head of Department _____
(signature) _____
(name)