

POSITION

About the Faculty Academic Council of KSMA

General provisions

1.1. The regulations on the Faculty Academic Council have been developed in accordance with the Law of the Kyrgyz Republic "On Education", the Charter of the KSMA, and define the main tasks, composition, organization of work and powers of the Faculty Academic Council.

1.2. The Faculty Academic Council is an elected collegial body that ensures the principle of self-government at the faculties and in the structural divisions within the framework of the powers granted to it.

1.3. The main tasks of the Faculty Academic Council are to determine the current and future activities of the faculties and structural divisions, to unite the efforts of the management of the faculties and structural divisions, scientific and pedagogical staff, teaching and support staff of the faculties and structural divisions, in order to train specialists in the medical and pharmaceutical profile that meet modern requirements, to coordinate the educational, methodological, research and educational activities of the faculties and structural divisions.

1.4. The Faculty Academic Council is elected from among the scientific and pedagogical staff, representatives of students and parents.

1.5. The decisions of the Academic Council of the Faculty are binding on all employees of the faculty.

2. The procedure for forming the Faculty Academic Council

2.1. The Faculty Academic Council consists of deans, deputy deans of faculties, head teachers of departments, heads of structural divisions, directors of KSMA centers, representatives of practical health care, students and parents.

2.2. The composition of the faculty Academic Council is approved by the order of the rector.

2.3. The Chairman and deputy chairman of the Academic Council are appointed by the order of the Rector. The Vice-Rector for Academic Affairs is the chairman of the Faculty Academic Council.

2.4. The academic secretary is elected from among the members of the Faculty Academic Council on the proposal of its chairman.

2.5. The term of office of the Academic Council of the Faculty is five years.

2.6. Early re-elections of the Academic Council of the Faculty may be held at the request of at least half of its members.

2.7. Members of the Academic Council are required to attend its meetings. If a member of the Academic Council is unable to attend a meeting of the Academic Council for valid reasons, he / she must inform the Chairman or the Academic Secretary in writing in advance. In the absence of a member

At more than half of the meetings of the Academic Council, the chairman has the right to apply to the Academic Council of the KSMA with a request to recall this member of the Academic Council. In case of dismissal (expulsion) from the KSMA of a member of the Academic Council of the faculty, he automatically drops out of its composition.

3. Powers of the Faculty Academic Council

3.1. Faculty Academic Council:

decides on the issues of educational, methodological, informational, analytical and educational work of the faculties;

- holds a competition for the positions of teaching staff (except for professors and candidates for the positions of heads of departments);
- reviews and submits for approval to the Academic Council of the KSMA the development strategies of the faculties, the concept of creating new departments, the regulations on the faculty training and research units;

- approves reports on the preparation of educational programs;
- discusses and submits working curricula for approval;
- coordinates the work on improving the teaching and research work at the faculty, analyzes and summarizes the results of the teaching and methodological work of the faculty for the half-year and / or academic year, as well as the results of the students ' practice;

3.1. reviews the reports submitted by the deans of the faculties at the end of the sessions.

3.2. Chairman of the Faculty Academic Council:

- ◆ convenes and conducts meetings of the faculty Academic Council in accordance with the established procedure;

- ◆ together with the academic secretary, determines the agenda of the meetings;

- ◆ puts on the agenda of the meeting of the academic council issues that require prompt consideration (unscheduled issues);

3.3. organizes the work on the implementation of the decisions of the faculty academic council;

3.4. Coordinates the interaction of the faculty Academic Council with the Academic Council of KSMA

3.5. Academic Secretary of the Faculty Academic Council:

- organizes the preparation of meetings of the academic council;
- ensures timely communication of documents on the agenda issues to the members of the faculty academic Council;

- provides preparation and storage of minutes of meetings of the faculty academic council, preparation of extracts from the minutes;

- organizes timely communication of the decisions of the faculty academic council to the structural divisions of the KSMA;

- is responsible for compliance with the established procedure for conducting a competition for the positions of teaching staff (except for professors and heads of departments);

prepares and submits to the Academic secretary of the Academic Council of the KSMU the documents necessary for the competition for the position of professor of the department within the established time frame;

3.6. Members of the Faculty Academic Council:

- must attend meetings of the faculty Academic Council;

- have the right to participate in the debate, to make oral or written proposals, comments and amendments on the substance of the issues discussed at the meeting, to ask questions, to give information, to view the minutes of the meetings of the faculty Academic Council, as well as to enjoy other rights in accordance with this regulation.

4. Organization of the work of the Faculty Academic Council

4.1. The Faculty Academic Council works on the basis of the calendar plan, which is developed for the academic year and approved at the meeting of the Faculty Academic Council in May of the current year.

4.2. The formation of the work plan of the faculty Academic Council is carried out on the basis of the recommendations of the members of the Academic Council, taking into account the proposals of the structural divisions.

4.3. Meetings of the Faculty Academic Council are held according to the established schedule, at least once a month.

4.4. A meeting of the Faculty Academic Council is valid if at least half of its members are present. The quorum of the Faculty Academic Council is at least 2/3 of the total number of its members when deciding on issues related to the competition and elections for the positions of teachers, candidates for academic titles.

4.5. An extraordinary meeting of the Faculty Academic Council may be held at the initiative of the chairman of the Academic Council or at least 1/4 of the members of the Academic Council.

4.6. Meetings of the Faculty Academic Council are open to the entire faculty of KSMA, other categories of employees and students of the relevant faculties and structural divisions. The Chairman of the Faculty Academic Council informs the members of the Council at the beginning of its meeting about the participation of invited persons in its work and the reasons (goals) for their participation in the meeting.

4.7. Resolutions of the Faculty Academic Council are adopted by a simple majority of votes, and when deciding on the issue of submission to the academic title by at least two-thirds of the votes of the members of the Academic Council present at the meeting.

4.8. If the number of votes "for" and "against" is equal, the issue is re-considered at the same meeting of the Academic Council. In the event of a tie in the second vote, the issue is removed from the vote and its consideration is postponed to the next meeting.

4.9. The decisions of the Faculty Academic Council are drawn up in a protocol, which is signed by the chairman and the academic secretary of the Academic Council.

4.10. On the basis of the resolutions of the Faculty Academic Council, the Vice-Rector for Academic Affairs issues orders that are mandatory for employees of all structural divisions of the faculties and students.

4.11. Members of the Academic Council of the Faculty-speakers on the agenda - submit materials to the Academic Secretary of the Faculty no later than 5 calendar days before the date of the meeting of the Academic Council of the Faculty on paper and electronic media. If the materials are not provided in time, the Chairman of the Academic Council of the Faculty decides to leave or exclude this issue from the agenda.

4.12. The Academic Secretary shall inform all members of the Academic Council of the agenda no later than 3 calendar days in advance.

4.13. The form of voting (open or secret) is determined at the meeting by the decision of the members of the Academic Council of the Faculty.

4.14. The decisions of the Academic Council of the Faculty come into force after its signing by the Chairman.