

**UNIVERSITY "TURAN-ASTANA"**



**APPROVE**  
**Rector of**  
**"Turan-Astana" university**  
\_\_\_\_\_ **G.A. Dzhaparova**  
" \_ " \_\_\_\_\_ **2018**

**REGULATIONS**  
**on Students Dean's Office**  
**of the "Turan-Astana" University**  
**for the 2018-2019 academic year**

**ASTANA, 2018**

## **1. GENERAL REGULATION**

The student dean's office is a structural body of self-government of the university, ensuring the development of the educational process and leisure time activities of students. The activity of the Students dean's office is supervised by the dean's council.

## **2. GOALS AND TASKS**

1. To promote the development of the educational process at the university.
2. To promote the development of leisure time activities of students of the university.
3. Contribute to increasing the sense of responsibility among students of the university
4. Contribute to the development of self-reliance and activity of students of the university.
5. Assistance to the university administration and the dean's office on issues that are within the competence of the student dean's office.
6. Assistance to the youth affairs committee in organizing inter-faculty events

## **3. FUNCTIONS OF THE STUDENTS DEAN'S OFFICE**

To achieve the goals and solve the tasks, the students' dean's office must:

- Carry out work aimed at improving the quality of students' knowledge;
- Organize cultural and sports events;
- Monitor the attendance of students of the university;
- Hold conferences, debates, and other scientific events;
- Conduct surveys and questionnaires for later analysis of students' opinions.

## **4. RIGHTS AND OBLIGATIONS OF THE STUDENT DEAN'S OFFICE**

1. The student dean is elected from among university students as a result of voting for a period of one academic year.
2. The student dean is authorized:
  - To manage the activities of the student dean's office;
  - To make decisions on issues of the student dean's office;
  - Organize the work of the student dean's office;
  - Hold meetings of the student dean's office;
  - Accept reports from coordinators, heads, in written and electronic form;
  - Submit to the dean a report on the activities of the student dean's office;
3. The student dean must perform his duties in good faith in the interests of the student dean.
4. The fulfillment of the above duties of the student dean in his absence shall be imposed on the person replacing him.
5. The deputy dean is appointed by the student dean.
6. The deputy dean is authorized to:
  - To manage the activities of the student dean, in the absence of a student dean;
  - To make decisions on issues of the student dean's office, in the absence of a student dean;
  - Organize the work of the coordinators of the University faculties;
  - Hold student council meetings;
  - Receive reports from coordinators, heads, in electronic form;
  - To submit to the student dean's office a report on the activities of coordinators of the University faculties.
  - Deal with the matters of sections of the student dean's office.
7. The coordinator is appointed by the chief curator of the faculty.

8. Coordinator authorized:

- To make decisions on issues of the student dean's office;
- Organize the work of the student dean;
- To hold meetings of the student leaders of his faculty;
- Receive reports from the student leaders, in electronic form;
- Deal with the matters of sections of the student dean's office.

9. The deputy coordinator for the faculty is appointed by coordinator of the faculty.

10. The deputy coordinator is authorized to:

- To make decisions on issues of the student dean's office;
- Organize the work of the student dean's office;;
- To hold meetings of the student leaders of his faculty;
- Receive reports from student leaders, in electronic form.
- Deal with the matters of sections of the student dean's office.

11. Student leader is elected by the group or curator.

12. The Student leader is authorized:

- To make decisions on student dean's office;
- Hold a meeting of students in their group;

### **13. Students**

#### **14. Student Powers**

- Deal with the matters of sections of the student dean's office.

## **5. RIGHTS AND OBLIGATIONS OF THE MEMBERS OF THE STUDENT DEAN'S OFFICE.**

1. Must:

- respect the regulations of the student council;
- implement the decisions of the student dean, and decisions made at meetings of the student dean's office;

2. Have the right to:

- participate in the management of the student dean's office;
- have the right to vote;
- present candidates to the student dean's office;
- make proposals for improving the activities of the student dean's office;
- organize events according to the plan of the student dean's office;

3. By voting, a student may be expelled from the student dean's office:

- In the event of default on the duties assigned to him;
- In cases of misconduct

## **6. MAIN SECTORS OF THE STUDENT DEAN'S OFFICE**

### **1. Academic sector:**

- Organizes work on improving the educational process;
- Controls the attendance of students of the university;
- Presents a report on the work of the sector.

### **2. Research and Development Sector:**

- Coordinates the work of students in scientific conferences, debates, round tables;
- Facilitates communication with other faculties regarding the participation of faculty students in scientific conferences, debates, round tables at other universities;
- Presents a report on the work of the sector.

### **3. Sports sector:**

- Organizes sporting events;
- Follows the progress of athletes;
- Organizes sport sections;
- Presents a report on the work of the sector.

### **4. Information and publishing sector:**

- Publishes a university newspaper, wall newspapers;
- Conduct polls, surveys;
- Presents a report on the work of the sector.

### **5. Mass cultural sector:**

- Organizes cultural and educational events;
- Conducts competitions;
- Club KVN;
- Organization of work of art, dance, vocal circles at the university;
- Presents a report on the work of the sector.

## **7. GENERAL MEETING OF THE STUDENT DEAN'S OFFICE**

1. All members of the student dean's office have the right to attend the meeting.

By voting at a meeting of the student dean's office, issues such as are resolved:

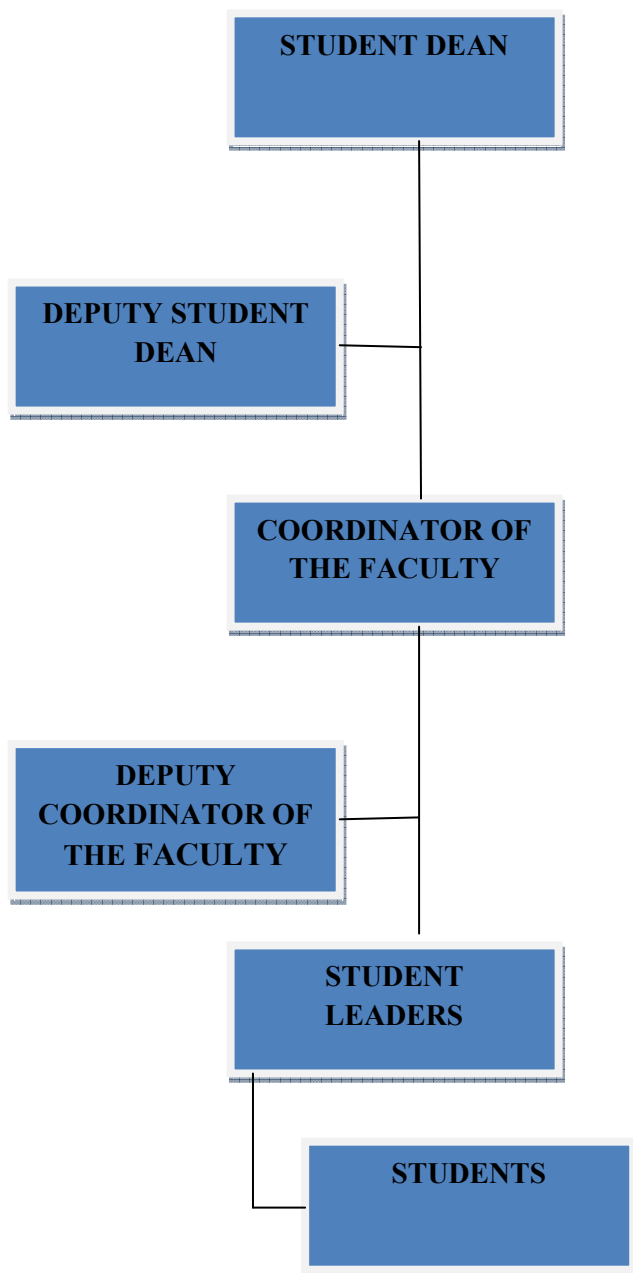
- Removal from office;
- Election to office;
- Consideration and adoption of regulations on student dean's office;
- Changes to regulations.

2. The meeting of the student dean's office shall be held as necessary, but not less than one time a month.

3. Decisions of the meeting shall be taken by a majority vote. Student Dean's Voice is decisive.

4. Decisions of the meeting are documented by a protocol and signed by the student dean.

## 8. STRUCTURE OF THE STUDENT DEAN'S OFFICE



**Director for Student Affairs**

**First Vice Rector**

**S.E.Nurpeisov**

**K.Zh.Daubaev**