

Ministry of Science and Higher Education of the Republic of Kazakhstan
NJSC "Aktobe Regional University named after K. Zhubanov"

“APPROVED”

Chairman of the Board – Rector of
K. Zhubanov Aktobe Regional
University

_____ L. Karabasova
“ ” _____ 2025

REGULATION
ON THE DEPARTMENT OF RESEARCH ACTIVITIES

Aktobe, 2025

DEVELOPED AND SUBMITTED ON « » _____ 2025

Director of the Department of Research Activities _____ Z. Nugaeva

APPROVED AND PUT INTO EFFECT

by the Chairman of the Board - Rector of K. Zhubanov Aktobe Regional University on the basis of the decision of the Academic Council (Minutes No. ____ dated “__” _____ 2025)

2. PERIOD OF VALIDITY: until replaced by a new version

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1. GENERAL PROVISIONS

1.1

The Department of Research Activities is a structural subdivision of K. Zhubanov Aktobe Regional University, whose activities are aimed at organizing and coordinating the university's research activities to ensure their effectiveness.

1.2

In its activities, the Department of Research Activities is guided by the Labor Code of the Republic of Kazakhstan dated November 23, 2015; the Law of the Republic of Kazakhstan "On Education" No. 319-III dated July 27, 2007; the Law of the Republic of Kazakhstan "On Science" No. 407-IV dated February 18, 2011; the State Program for the Development of Education of the Republic of Kazakhstan for 2020–2025 approved by the Decree of the President of the Republic of Kazakhstan No. 210 dated December 19, 2019; Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan No. 563 dated November 6, 2023 "On Approval of the Rules for Basic and Program-Targeted Funding of Scientific and/or Scientific-Technical Activities, Grant Funding of Scientific and/or Scientific-Technical Activities, and Commercialization of the Results of Scientific and/or Scientific-Technical Activities, and Funding of Scientific Organizations Conducting Fundamental Research"; regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan; State Educational Standard of the Republic of Kazakhstan 5.03.011-2006 "Education System of the Republic of Kazakhstan. Research Activities in Higher Education Institutions"; regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan; the Law "On Languages in the Republic of Kazakhstan" dated July 11, 1997 No. 151-I (with amendments and additions); the State Program for the Functioning and Development of Languages for 2011–2020; the Charter of ARU; decisions of the Academic Council; legal acts, internal regulations of the university; orders and directives of the Rector; occupational safety and fire safety instructions; regulations; work plans of the Department of Science; and these Regulations.

1.3

The activities of the Department of Research Activities are supervised by the Director, appointed by order of the Rector upon recommendation of the Vice-Rector for Science and Innovation.

1.4

The position of Director of the Department may be held by a person with higher education, an academic degree, at least 3 (three) years of work experience in the field of education and science, proficiency in the state and Russian languages, and preferably English.

1.5

The position of Department Specialist may be held by a person with higher education, at least 1 year of work experience in the field of education and science, and proficiency in the state language.

1.6

The Department of Research Activities carries out its activities according to an annual plan prepared for each calendar year.

1.7

The activities of the Department of Research Activities are supported by the participation of institute directors, faculty deans, department heads, as well as heads of research institutes, research centers, and scientific laboratories.

2. STRUCTURE

2.1

The structure and staffing of the Department of Research Activities are approved by the Rector of the University in accordance with the staffing schedule of the administrative and managerial personnel of the University.

3. OBJECTIVES AND FUNCTIONS

3.1 Objectives of the Department of Research Activities:

3.1.1

Ensuring the integration of academic and research processes, and coordinating the interaction of the University's scientific and academic-research units.

3.1.2

Establishing and maintaining the University's scientific contacts with research and educational institutions and organizations.

3.1.3

Organizing and conducting activities aimed at promoting the University's scientific achievements, including the "Science Month," scientific exhibitions, forums, conferences, and seminars.

3.1.4

Engaging students in scientific creativity and innovative activities, as well as developing student scientific societies and the Council of Young Scientists.

3.1.5

Organizing and supporting research activities, including approving topics of graduation projects, master's and doctoral dissertations, appointing academic supervisors and reviewers, as well as issuing orders regulating research activities.

3.1.6

Organizing and coordinating research internships for master's and doctoral students.

3.1.7

Providing information and advisory support in preparing and submitting applications for participation in competitions for basic and program-targeted funding of scientific and/or scientific-technical activities, grant funding of scientific and/or scientific-technical

activities, fundamental research projects, as well as commercialization projects, contractual research, and international projects.

3.1.8

Ensuring the necessary conditions for conducting research work, administrative support, and monitoring of scientific project implementation.

3.1.9

Advising researchers and academic staff on publication in impact-factor journals, high-ranking editions, and journals recognized by the Committee for Quality Assurance in the Sphere of Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan (CQA SHES RK). Organizing and controlling activities to improve the quality of interaction with scientific journals.

3.1.10

Coordinating and developing the scientific journal “Bulletin of K. Zhubanov ARU,” including organizing editorial activities, the peer-review process, engaging experts, and ensuring the journal’s indexing in international scientometric databases.

3.1.11

Enhancing the University’s national reputation in the Republic of Kazakhstan, as well as its integration and recognition within the global educational and scientific community.

3.1.12

Promoting the prestige of the University as a leading educational, research, and innovation center.

3.1.13

Coordinating the activities of research institutes, scientific laboratories, research centers, and the Scientific and Technical Council (STC).

3.1.14

Organizing cooperation with the Scientific Council of the Aktobe Region to address regional issues, including conducting joint research, developing innovative solutions, and engaging the University’s scientific potential in the implementation of regional programs and projects.

3.2 Functions of the Department of Research Activities:

3.2.1

Coordination and monitoring of research activities of the University's scientific, scientific-practical, and educational units (faculties, departments, research institutes, research centers, scientific laboratories).

3.2 Functions of the Department of Research Activities (continued):

3.2.2

Development of forms for recording, monitoring, and reporting by University units on research activities.

3.2.3

Organization and implementation of international, national, regional, and university-level scientific conferences, forums, symposia, seminars, scientific exhibitions, and other events aimed at promoting the University's scientific achievements.

3.2.4

Organization and coordination of the activities of the University's Young Scientists and Students Scientific Society, including conducting events aimed at developing their scientific activities and promoting active participation in the University's research work.

3.2.5

Planning, organization, and management of research practices and internships, as well as facilitating internship opportunities in scientific and educational centers.

3.2.6

Providing support in staffing, material and technical resources, regulatory and methodological guidance, and information support for scientific research and development.

3.2.7

Organization of accounting, preservation, and timely submission to the archive of scientific and technical documentation related to the University's research activities.

3.2.8

Providing informational, advisory, and methodological support in preparing applications for state and program-targeted funding of scientific projects, as well as in preparing documentation for state-funded topics (grants) and contractual research work for conducting fundamental and applied research.

3.2.9

Formation, administrative support, and monitoring of the implementation of scientific projects, including ensuring the necessary conditions for their execution.

3.2.10

Organization of quality control of research activities.

3.2.11

Monitoring the fulfillment of accreditation indicators of scientific and research activities by University units.

3.2.12

Preparing reports and analytical summaries on the research activities of the University's structural units; interacting with the structural divisions of the Ministry of Education and Science of the Republic of Kazakhstan on issues related to research and methodological support of the University's activities.

3.2.13

Monitoring and entering the University's scientific indicators into the National Rating of Higher Education Institutions, the QS University Ranking, as well as indicators related to the University's development. Development and implementation of activities aimed at improving the University's position in these rankings through the advancement of scientific and innovation activities.

3.2.14

Participation in meetings of the University's Academic Council and faculty councils where issues related to the University's scientific activities are discussed.

3.2.15

Monitoring the activities of the University's Scientific and Technical Council (STC).

3.2.16

Coordination of cooperation with the Scientific Council of the Aktobe Region.

4. RIGHTS OF THE DEPARTMENT OF RESEARCH ACTIVITIES**4.1**

To request and require from the University's structural units the provision of information (plans, reports, materials on research work) necessary for carrying out activities within the Department's competence.

4.2

To interact with other organizations on matters within its activities, within the allocated powers and with the approval of the Vice-Rector for Science and Innovation.

4.3

To involve, in accordance with established procedures, students, master's students, and faculty members in scientific events held both at the University and beyond, through cooperation with structural units of the University, and to nominate them for incentives and disciplinary measures as provided for by the University's Internal Regulations.

4.4

To submit proposals to the University's Academic Council regarding the improvement of the University's research activities.

4.5

To use, in accordance with established procedures, the library and information resources, as well as the services of educational-methodological, medical, and social departments of the University.

4.6

To resolve other issues within the allocated powers, current legislation, these Regulations, and the University Charter.

4.7

Other rights provided for by the job description.

5. DUTIES OF THE DEPARTMENT OF RESEARCH ACTIVITIES**5.1**

To carry out activities in accordance with the decisions of the University's Academic Council, the University's Internal Regulations, and these Regulations.

5.2

To organize work aimed at improving the quality of research activities of the academic staff and employees of the University.

5.3

To ensure the recording, storage, maintenance, and use of the Department's documentation, maintain the confidentiality of information contained in the Department's documents, and maintain the filing nomenclature in accordance with established procedures.

5.4

To develop and submit annual and current work plans of the Department in accordance with established procedures.

5.5

To implement the decisions of the University's Academic Council, and execute orders and directives of the University Rector.

5.6

To maintain communication with higher educational institutions of the Republic of Kazakhstan, as well as institutions in near and far-abroad countries, and with educational authorities on matters of enhancing the University's research activities.

5.7

To perform the assigned tasks and functions efficiently and in full.

6. INTERACTION OF THE DEPARTMENT OF RESEARCH ACTIVITIES

To perform its functions and exercise its rights, the Department of Research Activities interacts with:

6.1

Institutes, faculties, research institutes (RIs), research laboratories (RLs), research centers (RCs), and University departments regarding the provision and receipt of information on research activities.

6.2

Other structural units of the University on issues within the Department's competence.

6.3

Requests from heads of structural units and other specialists the information and documents necessary for fulfilling the functions of the Department of Research Activities.

7. RESPONSIBILITY OF THE DEPARTMENT OF RESEARCH ACTIVITIES

The Department of Research Activities is responsible for:

7.1

Proper fulfillment of the functions and duties stipulated by the University Charter, applicable legal acts, and these Regulations.

7.2

Employees of the Department bear responsibility in accordance with the requirements of their job descriptions, the University's Internal Regulations, and the current legislation of the Republic of Kazakhstan.

APPROVED BY:

Vice-Rector for Academic Affairs

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