

# **SCHOOL OF ENGINEERING STUDENT COUNCIL REGULATIONS**

**Astana, 2019**

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## **1. General provisions**

- 1.1 The Student Council of the School of Engineering of Nazarbayev University (hereinafter – SEng Student Council) is a student self-government body, acting on the basis of these Regulations.
- 1.2 In its activity SEng Student Council is guided by principles of legality, transparency, openness, self-governance and voluntariness.
- 1.3 The Student Council is acting on behalf of all students of School of Engineering (hereinafter – the School).
- 1.4 To implement its goals and objectives SEng Student Council cooperates with all units of the University, as well as with other public, commercial, charitable and other organizations as agreed by the University on the territory of the Republic of Kazakhstan and abroad.

## **2. The goals, objectives and areas of SEng Student Council activities**

- 2.1 The main goals of SEng Student Council are to enhance a mutually supportive School environment in which each student could have a valuable learning experience and to have the students' voice heard in order for the positive development of the School.
- 2.2 In order to implement its goals SEng Student Council shall fulfill the tasks as follows:
  - 1) assistance to all the School student organizations (clubs/student chapters) activities;
  - 2) protection of interests of the School students;
  - 3) contribution to realization of creative potential and professional development of the School students;
  - 4) assistance in academic process improvement and organization of research work of the School students;
  - 5) promotion and enforcement of the School rules, regulations and policies whenever applicable;
- 2.3 The main areas of SEng Student Council activities are as follows:
  - 1) assistance in student academic achievements;
  - 2) assistance in organization and conducting of educational work;
  - 3) interaction with students and staff to determine issues and suggestions that should be raised;
  - 4) report to students on the School updates and the relevant decisions taken where required;
  - 5) promotion of the School program and activities among enrolled students and perspective students;
  - 6) organization of the student-centered support activities.

### **3. Structure of SEng Student Council**

- 3.1 SEng Student Council must be composed of students from all majors.
- 3.2 SEng Student Council is suggested to include students from all cohorts.
- 3.3 SEng Student Council is headed by the President.

### **4. Authorities, rights and responsibilities of SEng Student Council**

- 4.1 In order to increase student participation in the management of the educational process, SEng Student Council has the following authorities:
  - 1) participation in the development, adoption and improvement of the University and the School acts representing the interests of its students;
  - 2) making proposals to the executive body as well as the Dean of the School on issues affecting the students' interests;
  - 3) participation in decision making on issues of students' social support, planning extra curriculum activities
- 4.2 SEng Student Council has rights to:
  - 1) submit the issues related to educational process, everyday life and recreation of the students for consideration of the administration of the School;
  - 2) apply for awarding the students who actively participate in academic and social life of the School;
  - 3) ask for reasonable funding on the activities from the School;
  - 4) attract volunteers for planned activities.
- 4.3 Responsibilities of SEng Student Council are as follows:
  - 1) to perform work aimed at strengthening the academic discipline, enhancing civic consciousness of the students, fostering a sense of duty and responsibility;
  - 2) to encourage both positive and negative student feedback;
  - 3) to represent and protect the students' interests to the academic and administrative staff;
  - 4) to provide input into the development of the policies and services that support students and advance the quality of learning and research activities;
  - 5) to participate directly in planning, preparing and conducting extra-curriculum activities in the School;
  - 6) to inform students on the events held in the School;
  - 7) to hold a bimonthly meeting for discussion of the main concerns raised by the student community;
  - 8) to record and disseminate minutes of the SEng Student Council meetings and other relevant gatherings;
  - 9) to report on the work they have done on a semester-basis or an annual basis.
- 4.4 The members of of SEng Student Council have the right to:
  - 1) participate in all activities undertaken by SEng Student Council;
  - 2) receive all necessary information on SEng Student Council activities;

- 3) leave SEng Student Council on the basis of written letter of resignation submitted to the President of SEng Student Council.
- 4.5 The members of SEng Student Council are obliged to:
- 1) promote strengthening of SEng Student Council authority, developing and improving its activities, and fully contribute to the unity of student community of the School;
  - 2) participate actively in implementation of the programs, organization and conducting events of SEng Student Council;
  - 3) implement decisions of SEng Student Council, taken within its competence; [taken within its competence does not make sense]
  - 4) fulfill undertaken obligations;
- 4.6 The members of SEng Student Council can be removed from the membership in the following cases:
- 1) systematic or rude violation of these Regulations or decisions of the President and other members of SEng Student Council ;
  - 2) committing acts that could discredit SEng Student Council in the public eye and in the face of the University/School administration;
  - 3) expulsion from the University, graduation from the University or for other reasons.
- 4.7 Decision on removing members from SEng Student Council is taken at a general meeting of SEng Student Council by the majority of votes out of total number of SEng Student Council members.
- 4.8 Shutdown of SEng Student Council is made under the decision of the Dean of the School.

## **5. Election of the SEng Student Council**

- 5.1 Students of the School having a good academic standing can run for SEng Student Council membership.
- 5.2 Candidates for SEng Student Council have to submit a statement of intention two weeks prior to voting.
- 5.3 Newly elected Student Council members select (by voting) President among themselves on the second half of the Spring semester for a period of next one year.
- 5.4 SEng Student Council members have right to run for re-elections.

## **6. The President of SEng Student Council**

- 6.1 The President of SEng Student Council :
  - 1) manages SEng Student Council, identifies the work areas, organizes work implementation;
  - 2) distributes responsibilities among the members of SEng Student Council and delegates some authorities to them;

- 3) represents SEng Student Council in the University, as well as in public and commercial organizations;
- 4) reports once a semester or once a year to students of SEng;
- 5) identifies the date, time and list of invitees to the general meeting of SEng Student Council;
- 6) represents all the School students' views in Learning and Teaching Quality Committee and Student Travel Committee;
- 7) performs other functions assigned to him/her in accordance with these Regulations.

## **7. Procedure for introducing amendments and additions**

7.1 Proposals for introducing amendments and additions to these Regulations are adopted at the general meeting of SEng Student Council by majority of votes out of total number of members of SEng Student Council.