

## **APPROVED**

Resolution of the Academic Council of  
The Federal State Budgetary  
Educational Institution of Higher  
Education

“Yuri Gagarin State Technical  
University of Saratov”

Minutes of the Meeting of September  
30, 2018 № 7

## **REGULATIONS**

### **Functioning of the Academic Council**

#### **1. General provisions**

1.1. The present Regulations on the Academic Council of The Federal State Budgetary Educational Institution of Higher Education “Yuri Gagarin State Technical University of Saratov” (hereinafter Regulations) are developed in accordance with the Statute of the Gagarin Yu.A. SSTU (hereinafter University) and define establishment procedure, structure of the Academic Council, rights and obligations of its members, procedure of convening and conducting its meetings, as well as authorities and functions the Academic Secretary of the Academic Council of the University. The Regulations further controls the establishment and procedure of the commissions of the Academic Council of the University.

Hereinafter in the document of the Regulations the Academic Council of the University shall be hereinafter referred to as the Academic Council.

1.2. The Regulations and amendments thereto shall be adopted at a meeting of the Academic Council, if more than 50 (fifty) percent of the members of the Academic Council present at the respective meeting have voted in favor thereof, and shall come into force from the moment of their adoption. Decisions to adopt of these Regulations and amendments thereto shall be formalized by a resolution of the Academic Council.

1.3. Amendments to the Regulations shall be made by the members of the Academic Council in writing to the Chairman of the Academic Council.

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## **2. Establishment and function of the Academic Council**

2.1 The Academic Council shall consider issues and take decisions on them in accordance with the competence defined by the Statute of the University.

2.2 The Academic Council acting on the basis of annual plans approved at the meeting of the Academic Council in September of the current calendar year.

The Academic Council shall define and approve its activities taking into account proposals of the University governing bodies and structural divisions. Before submitting drafts for inclusion in the plan to the Academic Council, they shall be approved by the heads of the structural units proposing inclusion in the work plan of the Academic Council and the Vice Rectors in charge of these areas of the University's plan of action.

In exceptional occurrences, the work plan of the Academic Council, after its approval, may be amended without discussion in the commissions of the Academic Council. Proposals to amend the work plan of the Academic Council with appropriate arguments shall be submitted to the Chairman of the Academic Council by the management bodies and structural divisions of the University no later than one month before the issue is brought up for discussion at the Academic Council meeting.

2.3 Basis upon initiative of the Academic Council members or rectorate approved by the Regulations, issues not provided for by the annual plan and agenda of the Academic Council meeting may be submitted for consideration by the Academic Council in accordance with the procedure established by the Regulations. The issue of including such a proposal into the agenda of the Academic Council shall be preliminarily considered by the Chairman of the Academic Council and finally decided upon when approving the agenda at the meeting of the Academic Council.

In exceptional occurrences, it is possible to include an issue into the agenda under a simplified procedure - upon submission of the supervising Vice Rector (acting rector) after agreement with the Rector (acting rector).

2.4. The Academic Council members shall elect a Vice-Chairman of the Academic Council from among themselves, who, in the absence of the Chairman of the Academic Council, shall perform the actions referred to the competence of the Chairman of the Academic Council in these Regulations.

The Vice-Chair of the Academic Council may be re-elected.

2.5. Meetings of the Academic Council shall normally be held monthly on the last Friday of the month, but at least once every three months, except in summer.

Extraordinary meeting is held on as needed basis upon initiative of the Rector (acting Rector) or at least  $\frac{1}{4}$  of the members of the Academic Council. The decision on extraordinary meeting, its date, time, location, meeting holding form and agenda items, a list of invitees is made by the Chairman, shall be submitted to the Academic Secretary for posting this information on the University website news page at least one week prior to the meeting date, with the meeting agenda and relevant materials attached.

2.6. The draft agenda the Academic Council meeting shall be prepared by the Academic Secretary based on the annual work plan of the Academic Council, reviewed by the Chairman of the Academic Council and communicated to the Academic Council members and other interested parties no later than one week prior to the scheduled date of the meeting by posting this information on the University website.

The Meeting agenda shall be approved by the Academic Council at the beginning of each meeting.

2.7. The speakers on the Meeting agenda shall submit materials to the Academic Secretary at least five calendar days prior to the Academic Council meeting in hard copy (according to the number of the Academic Council members) and electronically. In case of failure to submit materials within the specified period of time,

the Chairman of the Academic Council may decide to remove the issue from the Meeting agenda.

2.8. Materials submitted to a meeting of the Academic Council shall include a drafted Resolution of the Academic Council on the relevant item on the agenda of the meeting and, if necessary, draft documents in the form of annexes on the item under consideration.

Submitted materials and drafted Resolutions shall be signed by the person who initiated the preparation of the issues and endorsed by the Academic Secretary.

2.9. The Academic Secretary shall post the submitted materials on the news page of the University website no later than three calendar days before the date of the Academic Council meeting.

### **3. Procedure of preparation and conducting the Academic Council Meeting**

3.1. The Academic Council meeting is held openly and publicly. The Academic Council meeting shall be open to all employees, students, postgraduates and doctoral students of the University.

3.2. In exceptional occurrences, the closed Academic Council Meeting may be convened at the initiative of the Chairman of the Academic Council. The decision on the closed meeting convening shall be sent to Academic Council members at least three days before the date of the meeting. Only Academic Council members shall be invited to a closed meeting.

3.3. Representatives of state and administrative bodies, public associations, scientific institutions, independent experts, scientists and other specialists (hereinafter referred to as “invited persons”) may be invited to participate in the work of the Academic Council (or its Chairman) by the decision of the University Academic Council. Invited persons on the issues considered by the Academic Council shall have the right of deliberative vote, i.e. they shall participate in the discussion of issues, make suggestions, express objections.

3.4. Minutes shall be taken at the meetings of the Academic Council, and if necessary, a verbatim record shall be signed by the Chairman (Deputy Chairman of the Academic Council) of the Academic Council and the Academic Secretary.

3.5. The time of the meeting may be changed upon the decision of the Academic Council or at the suggestion of the Chairman of the Academic Council.

3.6. The Academic Council Meeting shall begin with the registration of the Academic Council members by the Academic Secretary.

3.7. The Attendee Meeting is legally qualified in case more than a half of the Academic Council members are present at the Meeting.

3.8. The Member of the Academic Council of the University is obliged to attend the meetings of the Academic Council of the University.

3.9. The Member of the Academic Council of the University is obliged to inform the Chairman or the Academic Secretary on impossibility of participation in the Meeting in case any reasonable excuse.

3.10. The Member of the Academic Council of the University shall have the right to appoint and be appointed to the permanent commissions, temporary commissions and other working bodies of the Academic Council.

3.11. The Member of the Academic Council is entitled to propose items to the Meetings' agenda for further discussion by the Academic Council.

3.12. The Member of the Academic Council is entitled to:

- express his / her position on the members of the elected bodies and on the officers to be elected or appointed by the Academic Council,
- address issues to representatives of the Rector's Council and the University administration, and give reasons for their proposals when discussing issues that fall within the competence of the Academic Council and on voting procedures.

3.13. Chairman of the Academic Council:

- a) conducting Academic Council meetings;
- b) ensure compliance with the provisions of the present Rules of Procedure;

c) give the floor to the members of the Academic Council in the order of requests, in accordance with the agenda, the requirements of the present Rules, or in any other order established by the decisions of the Academic Council;

d) put to the vote the proposals of the members of the Academic Council in the order in which they are received;

e) to organize the voting and counting of votes;

f) ensure execution of organizational decisions of the Academic Council of the University;

g) to organize the work of the Academic Council, sign the minutes and transcripts of its meetings;

h) expel from the hall from the meeting room those invited persons who interfere with the activity of the Academic Council.

3.14. Meetings of the Academic Council provide for the following main types of speeches: report, co-report, final word on the issue under discussion, statements in the debate on the content of the issue under discussion, candidates under discussion, on the introduction of proposals, on reasons for voting, on the order of the meeting, as well as references, information, statements, appeals.

3.15. With the consent of the majority of the members of the Academic Council present at the meeting, the Chairman of the Academic Council shall set the total time for discussion of the agenda, the total time for questions and answers, and may extend the time for statements.

3.16. The members of the Academic Council shall speak from the podium or from their seats.

Invited persons at a meeting of the Academic Council shall speak from the rostrum or, with the permission of the Chairman of the Academic Council, from their seats.

3.17. The Chairman of the Academic Council shall warn the speaker when the time has elapsed and shall have the right to interrupt his speech afterwards.

13.18. A speaker at a meeting of the Academic Council of the University shall not use in his or her speech rude, insulting expressions damaging the honor and dignity

of citizens and officials, members of the Academic Council of the University, call for illegal actions, use false information, make unsubstantiated accusations against anyone. In case of violation of these provisions, the Chairman of the Academic Council may revoke the speaker's speech without warning. Persons, who have been deprived of the floor shall not be allowed to speak again on the issue under discussion.

3.19. No one may speak at a meeting of the Academic Council without the permission of the President of the Academic Council. Anyone who violates this rule shall forfeit the floor.

3.20. The Academic Council Members of the University who have not been able to speak due to the termination of the debate shall have the right to attach the signed documents of their speeches to the minutes of the Meetings of the Academic Council.

3.21. The debate on the issue under discussion may be terminated after the time provided by these Regulations, or by the decision of the Academic Council, adopted by a majority vote of the members of the Academic Council of the University present at the meeting.

3.22. Upon the decision to close the debate, the Chairman of the Academic Council shall find out which of the speakers insists on taking the floor and, with the consent of the Academic Council, shall give them the floor.

3.23. The Rapporteur and Co-Rapporteur shall be entitled to a final word.

#### **4. Procedure of voting and decision-making**

4.1. The Academic Council decisions are taken at its meetings by open or secret voting. Secret voting shall be by ballot.

The Academic Council decisions shall be deemed adopted if a majority of its members present at the meeting vote for it.

4.2. In case of equality of votes “For” and “Against” on the agenda item, votes of the members of the Academic Council, a second vote shall be taken on the decision under discussion. In the event of an equality of votes in the second voting, the issue

shall be withdrawn from discussion and the decision shall be postponed to the next meeting.

The procedure established in the first paragraph of this paragraph shall apply, unless otherwise stipulated by the University's local regulations.

4.3. The results of voting on all issues shall be entered into the minutes of the Academic Council meeting.

4.4. When voting on one issue, the Member of the Academic Council shall have one vote, casting a "For" or "Against" a decision, or abstaining from making a decision.

4.5. The Member of the Academic Council of the University shall exercise his or her right to vote in person. The Member of the Academic Council who is absent during the voting shall not have the right to cast his/her vote after the voting has been completed, or to vote in a manner different from that adopted by the Academic Council for voting on the matter in question.

4.6. Open voting shall be by show of hands and counting of votes. The Chairman of the Academic Council announces the voting results and decisions made.

4.7. Before the open voting, the Chairman of the Academic Council shall announce the number of proposals to be voted upon, specify their wording and the sequence in which they are to be voted upon.

4.8. After the Chairman of the Academic Council has announced the commencement of voting, no one shall be entitled to interrupt the voting except for a point of order.

4.9. When the counting of the votes is completed, the Chairman of the Academic Council will announce whether the decision has been taken or not (rejected).

4.10. If procedural errors in voting are revealed in the determination of the results of voting, a second vote may be taken by decision of the Academic Council.

4.11. To hold a secret voting and count the secret votes the Academic Council elects the Counting Commission consisting of members from the Academic Council members of the University.



The members of the counting commission shall not be elected:

- a) persons whose names are included in the ballot for secret ballot;
- b) Chairman of the Academic Council of the University, Academic Secretary;
- c) Persons submitting candidates for secret ballot.

4.12. The Counting Commission shall elect the Chairman of the commission from among its members. Decisions of the counting commission shall be made by a majority vote of its members.

4.13. Ballots for secret voting shall be checked by the counting commission for compliance with the approved form, number of members of the University Academic Council and content of necessary information. Upon completion of voting all ballots shall be sealed by the counting commission and kept by the Academic Secretary for three years.

4.14. The ballots for secret voting shall be issued by the members of the counting commission immediately before the beginning of the relevant procedure at the Academic Council

4.15. The counting commission shall draw up a protocol on the results of counting the secret ballot, which shall be signed by all members of the counting commission. The results recorded in the minutes shall be read by the Chairman of the counting commission at a meeting of the Academic Council. The Academic Council shall approve the minutes of the counting commission by open voting provided that the majority of the members of the Academic Council present at the meeting vote for this decision. Based on the decision taken, the Chairman of the Academic Council announces the election or non-election of candidates, the results of the competition or election, the nomination or non-nomination for the award of academic titles, the adoption or non-adoption of decisions, naming the specific decisions.

4.16. The Academic Council may adopt the resolution as a whole, adopt the draft resolution as a basis, consider it in two readings, reject it or postpone the discussion.

4.17. If the draft resolution of the Academic Council of the University is adopted as a basis, further discussion and voting shall be conducted on paragraphs and/or parts of the draft resolution.

## **5. Procedure for formalizing and executing decisions adopted at the meetings of the Academic Council of the University**

5.1. Decisions of the Academic Council of the University shall be drawn up in minutes and come into force from the date of their signing by the Chairman of the Academic Council. Minutes shall be executed in a single copy.

Decisions of the Academic Council on issues within its competence shall be binding on all employees and students of the University.

Structural subdivisions, employees of the SSTU that are executors of decisions of the Academic Council of the University shall be sent extracts from the minutes of the meetings within five days.

5.2. The instructions contained in the decisions of the Academic Council of the University, as a rule, shall set a specific deadline (calendar date) for their execution.

If the last day of the due date falls on a non-working day, the instruction shall be executed on the next working day.

5.3. If the instructions contained in the decision of the Academic Council have been given to several officials and/or structural units, the first one indicated in the instruction shall be the main executor of the instruction, he/she shall organize the necessary work and be responsible for the execution in full and within the prescribed deadlines.

The minutes of the Meetings of the Academic Council and their materials are documents of permanent storage. Minutes and materials are kept by the Academic Secretary for 5 years. At the end of each calendar year the Academic Secretary together with the archive of the Gagarin Yu.A. SSTU organizes work on transfer of the minutes of the meetings of the Academic Council of the University and materials to them, which have expired 5-year storage period with the Academic Secretary, for archival storage according to the inventory.

## **6. Procedure of organizing the Committees of the Academic Council of the University**

6.1. The Academic Council on certain issues of the Gagarin Yu.A. SSTU permanent and temporary Committees (hereinafter referred to as the Committees) can be created with the definition of their functions and composition.

6.2. The members and Chairmen of the Committees shall be approved by the Academic Council. The Academic Council may delegate the right to approve members and chairmanship of the Committees to the Rector of the University (acting Rector).

6.3. Members of the Committee may include qualified specialists from among the University's academic staff as well as other categories of employees of the University.

Permanent Committees shall be formed for the term of office of the University Academic Council.

6.4. Function of the Committee shall be organized by its Chairman and in his /her absence by the Vice-Chairman of the Committees. Meetings of the Commissions shall be held as necessary.

6.5. The Committees shall discuss matters submitted to the Academic Council in advance, by the instructions of the President of the Academic Council

6.6. The Chairman of the Committee or a member of the Committee shall inform the Academic Council of the position of the Committee on the issue under discussion.