

Vice-Rector for Research, Member of the Management Board

Credentials

Vice-Rector for Research, Member of the Management Board:

- 1) within its competence, reports to the Chairman of the Management Board-Rector, the Board of Directors and its committees on the work done;
- 2) within the limits of its competence, give orders and sign the outgoing correspondence of the University, a scanned version of which must be immediately provided (for information) to the Chairman of the Board-Rector through his assistant;
- 3) submits issues for consideration by the Management Board and the advisory bodies created under the Management Board;
- 4) ensures the development of the Development Plan of the University, as well as a report on its implementation (execution) in terms of the areas (issues) supervised by it;
- 5) ensures the implementation of the current and long-term plans of the University;
- 6) carries out general management and oversees the work of the Department of Science, the Office of Scientific Personnel Training, Dissertation Councils, the Council of Young Scientists, the Scientific Library, the Science and Innovation Park, the Ulagat Publishing House, the Journal of Pedagogy and Psychology;
- 7) oversees and ensures the implementation of all activities related to the scientific activities of the University in accordance with the legislation of the Republic of Kazakhstan and internal documents of the University, including:
 - ☐ coordinates and exercises general control over the organization and implementation of the scientific activities of the departments;
 - ☐ coordinates and implements, together with institutes and structural divisions, the organization and implementation of educational programs at the level of magistracy and doctoral PhD;
- 8) approves the technical specification of the purchased goods, works and services in the areas (issues) supervised by him;
- 9) sign acts of acceptance and transfer of goods, works and services (acts of work performed / services rendered) in the areas (issues) supervised by him for an amount up to 2000 MCI, in agreement with the Vice-Rector for Academic Activities - Deputy Chairman of the Management Board;
- 10) within the competence, ensures the implementation of measures for the procurement of goods, works and services at the University in accordance with the legislation of the Republic of Kazakhstan and the internal documents of the University;
- 11) approves the schedule and time sheet of the work process in the areas (issues) supervised by him;
- 12) within the competence, ensures the implementation of internal control measures;
- 13) organizes the timely updating of the internal documents of the University in the areas (issues) supervised by it;
- 14) organizes the fulfillment of the University's obligations in the areas (issues) supervised by it;
- 15) submits proposals to the authorized body on the publication of grant projects for research and signs documents for them;
- 16) prepares and signs documents related to the regulation of the authorized body, scientific, scientific and technical centers, statistical and specialized bodies, related research activities, as well as on the scientific work of students, undergraduates and doctoral students;
- 17) performs other functions determined by the internal documents of the University and the power of attorney issued by the Chairman of the Management Board-Rector.