

# ACADEMIC COUNCIL STANDING ORDERS



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**List of Terminology**

- **Academic Council Standing Orders** – the standard operating procedures explain the conduct and responsibilities of Academic Council and its committees and must be approved by the Board of Trustees.
- **Academic Council Committees** – the system that provides a mechanism for the University community to participate in decisions that affect them.
- **Academic Council Standing Committees** – are permanent bodies with no termination date, and they are involved with ongoing tasks such as curriculum review and financial management of the University.
- **Academic Council Ad hoc Committees** – are temporary and are formed in order to address a current project or campus initiative. Such committees are dissolved when the project or task is completed. Ad hoc committees may operate at the local unit or the university level.
- **A central register of interests**-is defined to be a record kept, usually by a governing body or a member reporting to the governing body, of financial or any other interests of its members. The register documents interests which may potentially unethically or unlawfully influence members' official duties.
- **Office of Strategic Governance (refers to the role of Secretary of the Board of Trustees)** – assists the University to achieve its Vision and Mission through evidence based decision-making and a strategic approach to planning, quality and risk management.
- **Ordinances** – set out the rules for the conduct of the University's business. The Ordinances can be created, approved or amended by the Academic Council.
- **Statutes** – set out the objects and powers of the University, and define the Statutory Officers, the Board of Trustees, Academic Council and the Executive Team. The Statutes may only be amended following a process of consultation by the Board of Trustees. Any amendments require the approval of the Board of Trustees. The Statutes give the power to the Academic Council to develop rules and laws that could be implemented in the University.
- **University Decree** – is a foundation decree issued by the Cabinet of Ministers.

**Note:** The Format of the Academic Council Standing Orders policy was developed separately from the format of the Policy Content Checklist.

## ACADEMIC COUNCIL

**Academic Council (AC)** is the highest academic authority in the university. Its authority is delegated to it by the Board of Trustees, to whom it sends reports.

Academic Council has ultimate responsibility for the operation of its subcommittees and faculties. Academic Council oversees the operation of these subcommittees, receives reports, and undertakes final scrutiny and approval of policy.

- Academic Council has executive responsibility for:
  - a. general issues relating to the research, scholarship, teaching and courses of the university, including criteria for the admission of students studying for an award; the appointment and removal of internal examiners; policies and procedures for assessment and examination of the academic performance of students studying for an award; the curriculum; academic standards and the validation and review of courses; and the procedures for the award of qualifications;
  - b. consideration of the development of the academic activities of the university and the provision of advice thereon to the Chair and to the Board of Trustees;
  - c. provision of advice on such other matters as the Board of Trustees or the Chair may refer to the Academic Council.

To fulfill these responsibilities, Academic Council has the following terms of reference:

1. Academic Council is the University's supreme academic deliberative and decision-making body responsible for strategic oversight of all academic provision. As a result, Academic Council gives consideration to a broad range of issues that relate directly to the University's academic direction and focus.
2. To assist in meeting its obligations and responsibilities, Academic Council may establish such Standing committees, as it considers necessary to enable it to carry out its responsibilities. Within this structure, Academic Council is responsible for:
  - i) providing direction and guidance to its sub-committees and to the academic community on matters relating to teaching and learning, scholarship and research;
  - ii) approving University-level strategies and academic policies relating to teaching and learning, quality enhancement, scholarship, research and academic enterprise and ensuring that they are consonant with the University's mission and strategic plan;
  - iii) maintaining and enhancing academic standards, assuring the quality of academic provision and of students' learning opportunities, and ensuring that the curriculum offered through the University's named awards is appropriate, challenging and appropriate to the level of award offered, including through oversight of the annual monitoring process and outcomes, the course approval process, student complaints, and any relevant external measures;
  - iv) maintaining oversight of the academic portfolio offered by the University and, within the scope of the educational character and mission of the University as determined by the Board of Trustees, determining the content of that portfolio;
  - v) approving the University's academic and student regulations, ensuring that the regulatory frameworks are appropriate, comprehensive, fair and compliant with external expectations and legal requirements;
  - vi) oversight of the University's academic collaborations and partnerships, including the quality and suitability of learning opportunities offered to TEAM University students by partner organizations;
  - vii) approving the University's admissions policy;
  - viii) approving the awards which the University may validate and confer;
  - ix) validating the University's programs of study;

x) the awarding to students of academic credit and the conferment upon students of academic awards of the University; \*

*\* these responsibilities may be delegated in full to a sub-committee of Academic Council.*

The standard operating procedures explain the conduct and responsibilities of Academic Council and its committees.

These standing orders set out how the TEAM University Academic Council and its Committees conduct their business and discharge their obligations. They apply to Academic Council and all its committees, sub-committees and other groups, unless the context provides otherwise.

The role and responsibilities of the Academic Council are set out in University Statutes.

## 1. Membership and Officers

- 1.1. The membership of the Academic Council should consist of 21 person. Specifically, 60% of ex-officio and 40% of elected/nominated members of Academic Council.
- 1.2. Academic Council members are appointed and re-appointed in accordance with the provisions of University Statutes and the appointment arrangements specified in the Academic Council.
- 1.3. Any Academic Council member who resigns during their term of office should submit their resignation in writing to the Chair of Academic Council.
- 1.4. Academic Council members are not members in any representative capacity and should exercise the responsibilities of Academic Council in the best interests of the University as a whole. They should abide by the principle of collective responsibility.

The membership of Academic Council is:

| <b>EX-OFFICIO (60%)</b> |   |
|-------------------------|---|
| <b>No</b>               | <b>Position</b>                           |
| 1.                      | Rector-Chair                              |
| 2.                      | X-Deputy Chair                            |
| 3.                      | Program Manager                           |
| 4.                      | Deputy Rector Academic Administration     |
| 5.                      | Deputy Rector Student Engagement          |
| 6.                      | Deputy Rector Academic                    |
| 7.                      | Head of Learning and Resources Centre     |
| 8.                      | Head of Data Governance                   |
| 9.                      | Head of Admission and Academic Registrar  |
| 10.                     | Head of Quality Assurance and Enhancement |

| <b>ELECTED/NOMINATED (40%)</b> |                 |                       |
|--------------------------------|-----------------|-----------------------|
| <b>Academic staff</b>          |                 |                       |
| <b>No</b>                      | <b>Position</b> | <b>Term of office</b> |

|   |                              |            |
|---|------------------------------|------------|
| 1   | Academic                     | DD/MM/YEAR |
| 2   | Academic                     | DD/MM/YEAR |
| <b>Two currently registered students nominated by the Students' Union</b> |                              |            |
| 1   | SU President                 | DD/MM/YEAR |
| 2   | Director of Academic Affairs | DD/MM/YEAR |
| <b>Administrative Staff</b>   |                              |            |
| 1   |                              |            |
| 2   |                              |            |

The membership of Academic Council with **full names** of members is attached to the Appendix 1.

**Term of office:**

- Elected and nominated members will serve a term of office not exceeding three years commencing DD.MM.YEAR in the year of appointment and may serve a maximum of two consecutive terms of office.
- Nominated student members will automatically be resigned prior to the end of the term of office should the member no longer be a currently registered student of the University.

**Ex-officio:**

- holding a position or membership due to the power or influence of one's office, and not by election or appointment.
- are members by virtue of their office in the University, e.g. Rector, Deputy Academic Administration, Deputy Academic Development, Deputy Student Engagement.

**Elected/nominated member:**

- a member who is identified by an individual or group and nominated initially from the specified constituency.

**Secretariat:**

- a member whose main role is to support the Chair in ensuring the smooth functioning of the Academic Council.

**Responsibilities:**

- Ensuring meetings are effectively organised and minuted
- Maintaining effective records and administration
- Upholding the legal requirements of governing documents

- Communication and correspondence

## **2. Attendance**

- 2.1 In the absence of the Chair, the Deputy Chair will assure all the functions of the Chair, and in the absence of the Deputy Chair, Academic Council must elect a member to take that role.
- 2.2 Academic Council members should make every endeavor to attend all meetings of Academic Council. When they are unable to attend a meeting, their apologies should be submitted in advance to the Secretary together with any comments on the agenda so that these may be shared at Academic Council.
- 2.3 Attendance statistics will be published on an annual basis.
- 2.4 The failure of Academic Council member to attend any meetings of Academic Council or its committees for a period of six months will result in their automatic removal from Academic Council, unless mitigating circumstances have been approved by the Chair.
- 2.5 Academic Council members are normally expected in person however, exceptionally and at the Chair's discretion, may attend virtually, providing that sufficient notice has been given to allow appropriate arrangements to be put in place. Academic Council member attending in a virtual capacity will be deemed to have attended the meeting, will be counted in the quorum, and can vote. However, the minutes will record the nature of their attendance.
- 2.6 Attendance at all or part of Academic Council meeting for anyone other than Academic Council members, is by invitation only, subject to the approval of the Chair.

## **3. Quorum**

- 3.1 A quorum of Academic Council meeting should be a minimum of 2/3rd of the ex-officio, elected/nominated members, including the Chair or a Deputy Chair of the meeting. No decision shall be made unless at least fifty per cent of the members, whichever is the greater number, are present for the consideration of the relevant business. If the meeting becomes inquorate, no further decisions can be taken.

## **4. Meetings**

- 4.1 The Council should hold a minimum of four ordinary meetings per year, the dates for which are published before the start of the academic year.
- 4.2 Special meetings of Academic Council can be convened by the Chair, or on the formal signed request of a minimum of 40% of Academic Council members, to dispose of any urgent and unforeseen business that cannot wait until the next ordinary meeting of Academic Council.
- 4.3 Special meetings must take place no sooner than 48 hours and no longer than 14 days after notice of the meeting has been issued to Academic Council by the Secretary.
- 4.4 The Chair has the power to adjourn a meeting temporarily, or to another date. The reasons for doing so must be notified to Academic Council and recorded in the minutes.

## **5. Agenda and supporting papers**

- 5.1 The Secretary compiles the agenda for all meetings of Academic Council in conjunction with the Chair of Academic Council.

- 5.2 The Secretary must issue a formal notice of an ordinary Academic Council meeting, along with an agenda and papers, no later than five days before the date of the meeting. The deadline for special meetings is 48 hours before the meeting.
- 5.3 Academic Council is “digital by default”. All circulations will therefore be in electronic format, unless a request for a paper copy is submitted to the Academic Council no later than 14 days before the date of the meeting.
- 5.4 At each ordinary meeting, Academic Council will discuss a draft agenda for the next meeting.
- 5.5 The Chair has discretion over the inclusion of proposed items of business on the agenda, though must advise Academic Council of the basis for any decision for inclusion or rejection.
- 5.6 Meeting papers must be submitted to the Secretary no later than 7 days before the date of an ordinary meeting of Academic Council.
- 5.7 Any proposed policy should follow guidance for the preparation of Academic Council policies. The paper of **Policy Content Checklist Form** will act as a guidance.
- 5.8 No business can be considered at a special meeting except that which gives rise to the meeting and is specified within the notice of meeting issues by the Secretary. All other matters must be retained for consideration at the next ordinary meeting of Academic Council.

## 6. Confidentiality

- 6.1 Academic Council operates on the principle of transparency, unless there is good reason to impose confidentiality.
- 6.2 Academic Council documents should NOT contain any confidential information.
- 6.3 Academic Council members are responsible for ensuring the secure storage of Council documents, whether in electronic or paper form.

## 7. Declaration of interests

- 7.1 The proper conduct of the business (paper needs to be developed and approved, the reference to the paper needs to be put) of the University requires that members of Academic Council and its committees should both act and be perceived to act impartially, and not be influenced in their role by any personal, social or business relationship.
- 7.2 Every Academic Council member must make a full declaration of interests to “to-do list” (need to specify the form of declaration and put reference) at the start of each academic year and must take responsibility for updating their declaration throughout the academic year, as appropriate.
- 7.3 A central register of interests must be maintained by the Office of Strategic Governance (Secretary of the Board of Trustees) and published on the website.
- 7.4 Academic Council members should decline to participate in any committee where there is a possibility that a conflict of interest (needs to be developed and approved, the reference needs to be put here) will arise on a regular basis.
- 7.5 Academic Council member with any direct or indirect personal or financial interest in any matter under discussion by Academic Council should declare that interest to the Chair at the earliest opportunity, either before or during the meeting. All such declarations must be recorded in the minutes by the Secretary.
- 7.6 By default, Academic Council members with an interest in a particular item of business should withdraw whilst that item is under consideration. Exceptionally, at the discretion of the Chair, they may remain to participate in the discussion but not to vote.
- 7.7 In the event of a decision taken by correspondence, Academic Council members with an interest in a particular item of business should not be counted amongst the responses.

## 8. Conduct of meetings

- 8.1 Business will be taken in two sections: for decision-making and for note-taking. Items to note can be taken for discussion, at the Chair's discretion, provided that a request is submitted to the Secretary before the meeting.
- 8.2 The order for consideration can be varied, and items of substantive business deferred to a future meeting, with the consent of Academic Council.
- 8.3 Items can be taken without notice under "Any Other Business" at the discretion of the Chair.
- 8.4 Academic Council should proceed by consensus wherever possible, resorting to formal procedural mechanisms only when all other solutions have been exhausted.
- 8.5 The Chair has discretion to accept or reject for debate a formal motion, or an amendment to a formal motion, moved by Academic Council member, and to determine the order in which amendments and motions are taken. Proceedings on any amendments must be completed before any decision is taken on the substantive motion [as amended]. Where there is more than one motion, the motion under consideration must be disposed of before proceedings on any subsequent motions are embarked upon.
- 8.6 Members may raise a point of order on a perceived breach of Standing Orders; University Decree, Statutes and Ordinances, or common law, and are entitled to be heard immediately on that point. The ruling of the Chair on points of order is final.

## 9. Decision making

- 9.1 Decisions should normally be made on the basis of consensus. A formal vote can be held where the Chair deems it appropriate, or if requested by Academic Council member.
- 9.2 Formal voting normally takes place by show of hands, with the Secretary acting as teller. Only Academic Council members can vote, unless they are precluded from doing so by a conflict of interest.
- 9.3 Voting is normally by simple majority of those present and voting with the Chair making a second or casting vote in case of equality of votes. Major changes, such as amendments to Decrees, require a two thirds majority.
- 9.4 The Secretary must record the number of votes cast for and against any proposition, and the number of abstentions, in the minutes of the meeting.
- 9.5 In exceptional cases, if an urgent decision of Academic Council is required between meetings, a decision can be taken electronically providing that all Academic Council members have been consulted, and a minimum of 2/3 have responded; the 2/3 members must include the Chair or Deputy Chair of Academic Council. The Secretary is responsible for the conduct of any decisions taken by correspondence, including keeping accurate records, and reporting the decision to the subsequent meeting of Academic Council.
- 9.6 Under exceptional circumstances, and where there is insufficient time for a decision to be taken by electronic correspondence, an urgent decision can be taken between meetings by the Chair of Academic Council and either the Deputy Chair of Academic Council or the Treasurer. Wherever possible, it is preferable that the authority to take such a decision is delegated by Academic Council in advance by means of a decision taken at Academic Council meeting. The Chair of Academic Council is responsible for the conduct of any decisions taken in this way, including keeping accurate records of both the decision and the reason why this procedure was used, and for reporting the decision to the subsequent meeting of Academic Council.



## 10. Minutes

- 10.1 The Secretary is responsible for the recording of the minutes of proceedings of all formal meetings of Academic Council.
- 10.2 Minutes of Academic Council meetings must be approved by the Chair of Academic Council before being circulated to Academic Council. The minutes must then be approved [as amended] by Academic Council at the subsequent meeting as a true and accurate record.
- 10.3 Minutes are published on the Academic Council's website as soon as practicable after they have been approved by Academic Council, with redactions made under criteria set out in the Academic Council minutes: publication framework, which is also published on the Academic Council website.

## 11. Academic Council Committees

- 11.1 Academic Council may appoint such Standing and Ad-Hoc Committees and Working Groups for such purposes and with such powers as it sees fit and may appoint persons who are not Academic Council members to them as appropriate.
- 11.2 The delegation of powers to Academic Council committees is provided by the Academic Council. Any further delegation, to the sub-committee of any Academic Council committee, or to its Chair, is subject to the approval by Academic Council.
- 11.3 The functioning and terms of membership of Academic Council committees is set out in their Terms of Reference, any alteration to which should be submitted to Academic Council for approval.
- 11.4 **Academic Council Committees of TEAM University** are as follows:
  - **Validation Committee** - is a committee which safeguards that a new program is academically viable, that academic standards have been appropriately defined, and that all students are offered the best opportunity to learn. It is about assuring quality, promoting best practice, and adding value by enhancing the quality of the new program.
  - **Admission Board** - governance structure, which formally approves the admission decision. Admission Board reports to the Academic Council. (see Admissions Management Structure Policy)
  - **a) Admission Working Group** - governance structure, which aims to review the admission process holistically to make sure it is transparent, serves the mission and vision of TEAM; that decisions made by TEAM in relation to admission are data driven, admission team is guided and instructed through a robust and collective decision-making process, and stakeholders are involved in admission process. Admission Working Group reports to the Admission Board. (see Admissions Management Structure Policy)

## 12. Amendments to Standing Orders

- 12.1 Amendments to Standing Orders can be made by a simple majority of Council members.
- 12.2 Amendments to Standing Orders do not take effect until the conclusion of the meeting at which the decision to amend them was taken.
- 12.3 The Standing Orders should be considered by Academic Council at its first ordinary meeting of each new academic year.

**Owner:** Khulkar Pulatova

**Date of development:** 21.04.2020

**Effective date(s):** 1 calendar year after approval

**Frequency of review and update:** twice in a year, or in case of necessary amendments to be made

**Approved by:** Academic Council

**Date Approved:** 19.05.2020

**Date Published:** 21.05.2020

### Appendix 1.

#### Membership of Academic Council with full names of members:

| <b>EX-OFFICIO (60%)</b> |   |                     |
|-------------------------|---|---------------------|
| <b>№</b>                | <b>Position</b>                           | <b>Full Name</b>    |
| 1                       | Rector-Chair                              | Alisher Khasanov    |
| 2                       | X-Deputy Chair                            |                     |
| 3                       | Program Manager                           | Nora Gavalyan       |
| 4                       | Deputy Rector Academic Administration     | Aleksey Semyonov    |
| 5                       | Deputy Rector Student Engagement          | Victoria Levinskaya |
| 6                       | Deputy Rector Academic                    | Lobar Babakhodjaeva |
| 7                       | Head of Learning and Resources Centre     |                     |
| 8                       | Head of Data Governance                   |                     |
| 9                       | Head of Admission and Academic Registrar  | Regina Kaleta       |
| 10                      | Head of Quality Assurance and Enhancement | Kamil Djalilov      |

| <b>ELECTED/NOMINATED (40%)</b>  |                              |                          |                       |
|---|------------------------------|--------------------------|-----------------------|
| <b>Academic staff</b>   |                              |                          |                       |
| <b>№</b>  | <b>Position</b>              | <b>Full Name</b>         | <b>Term of office</b> |
| 1   | Academic                     | Anvar Nizamov            | 31/05/2020            |
| 2   | Academic                     | Natalya Muzaffarova      | 31/05/2020            |
| <b>Two currently registered students nominated by the Students' Union</b> |                              |                          |                       |
| 1   | SU President                 | Shakhrizoda Abdukodirova | 31/05/2020            |
| 2   | Director of Academic Affairs | Abdulbasir Ibrohimov     | 31/05/2020            |
| <b>Administrative Staff</b>   |                              |                          |                       |
| 1   |                              |                          |                       |
| 2   |                              |                          |                       |

