

 NAZARBAYEV UNIVERSITY	Autonomous organization of education Nazarbayev University		
	Approving body:	Academic Council	
Bylaws of the Special Learning Needs Committee of the Academic Council of the autonomous organization of education Nazarbayev University			
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Initiator:	O. Donnell Vice Provost for Academic Affairs		
Related documents	1. Bylaws of the Academic Council of the autonomous organization of education “Nazarbayev University”		

1. General Provisions

1. Special Learning Needs Committee (hereinafter – the Committee) is a standing advisory body of the Academic Council of the autonomous organization of education Nazarbayev University (hereinafter – the University) that recommends policy to Academic Council to support students with disabilities.

2. The Committee activities shall comply with the Charter of the University, these Bylaws, and internal documents of the University.

2. Objectives

3. The Committee is responsible for providing policy recommendations to Academic Council on national and international standards of academic support for students with disabilities and learning impairments, including sight and hearing impairments, learning disabilities, physical disabilities as well as other special learning requirements.

3. Functions

4. In order to achieve the objectives, the Committee will:

- 1) seek advice from University experts in inclusive education;
- 2) coordinate with Schools and relevant Departments to clarify additional levels of academic support for specific cases, if requested by the Schools;
- 3) engage and involve the University community in supporting students with disabilities; and



4) implement other tasks and actions as instructed by the Academic Council of the University.

5. The Committee will make reports on its activities to Academic Council, as necessary on a regular basis, normally once per academic year.

4. Governance Principles

6. The Committee is established by the decision of the Academic Council.

7. The Committee will act in accordance with the delegated authority in order to propose interventions and/or actions in the area outlined in the General Provisions section.

5. Membership

8. The Committee shall consist of the following members:

1) The nominated Chair of the Committee, representing Academic Council;

2) one member representing the Office of the Provost;

3) one faculty member appointed to represent the following Schools: Graduate School of Education, Graduate School of Public Policy and Graduate School of Business;

4) one faculty member appointed to represent each of the following Schools: School of Sciences and Humanities, School of Engineering and Digital Sciences, School of Mining and Geosciences, School of Medicine and Centre for Preparatory Studies;

5) one member representing Student Government (undergraduate) and one representative of graduate students;

6) one member representing the Department of Student Services.

9. The Committee Members select a Deputy Chair and the Secretary of the Committee.

10. Members of the Committee, including its Chair, may be replaced at any time, if required.

11. In the event any Member of the Committee is unable to attend a meeting, he/she should designate a representative to appear in his/her stead.

12. Upon presentation by the Committee Chair, the Committee membership is approved by Academic Council.

6. Rights and Responsibilities of the Committee Members

13. The Committee Members are required to fulfill their duties, assignments, and responsibilities as assigned to them in order to carry forward the work of the Committee.

14. The Committee Members are to serve as a liaison and to disseminate information between the Committee and their Schools, University structural units and other organizations.



15. Members of the Committee have a right to suggest items for the Committee's consideration and have access to materials of the Committee.

7. Procedures

16. The Committee will meet at the call of the Chair or pursuant to the schedule established by the Committee.

17. Agenda items for the Special Learning Needs Committee will only be accepted by the Chair if they are submitted by a member of the Committee, or by a Dean, or a Vice Dean of Academic Affairs or a Chair of a School Teaching and Learning Committee.

18. The Special Learning Needs Committee may seek advice from University experts in the field of Inclusive Education, including from the Graduate School of Education.

19. Meetings of the Committee can be held remotely, by means of any combination of electronic communication and in-person participation.

20. Meetings will normally be open to all members of the University community. Closed sessions may only be attended by Members of the Committee, and will be held if confidential agenda items are under discussion.

21. The quorum of the Committee is fifty percent of the voting Members.

22. The Chair may vote in case of a tie vote.

23. The Chair may appoint ad hoc committees and/or call for special interest groups, as appropriate.

24. The Chair convenes meetings, organizes the Committee's work, and ensures the implementation of recommendations made by the Committee.

25. In case of the Chair's absence, the Chair's functions are carried out by the Committee's Deputy Chair.

26. The official procedural language of the Committee is English.

8. Records

27. The Secretary of the Committee will prepare and maintain written records of the Committee's activities, including minutes and agendas of all Committee meetings.

28. The minutes of meetings shall be signed by the Chair and the Secretary of the Committee in Kazakh and English.

29. The minutes of meetings shall be maintained in accordance with the "Rules for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education "Nazarbayev University".

