

**AUTONOMOUS ORGANIZATION OF EDUCATION
NAZARBAYEV UNIVERSITY**

INTELLECTUAL PROPERTY COMMITTEE BYLAWS

Approved by the resolution of the Research Council of
the autonomous organization of education “Nazarbayev University”
Minutes # 53 of April 21, 2015



Astana

2015

1. General Provisions

1. The present Bylaws of the Intellectual Property Committee (hereinafter – “Bylaws”) provide the terms of reference for the Intellectual Property Committee, procedures for its operation, membership and decision making.
2. The Intellectual Property Committee of the Research Council of the autonomous organization of education “Nazarbayev University” (hereinafter – the “Committee”) is an advisory body to Research Council that oversees the technology transfer activities and implementation of Intellectual Property Policy, including technology transfer mission, budget, resolution of disputes and the division of intellectual property income of the autonomous organization of education “Nazarbayev University” (hereinafter – the University).
3. The Committee is established under the Research Council according to paragraph 9 of the Bylaws of the Research Council of the University and Chapter 2.0 paragraph 5 of the Research Council Policies and Procedures.
4. The Committee activities shall be in compliance with the Charter of the University, these bylaws, Intellectual Property Policy of the University, Policies and Procedures of the Research Council and other internal documents of the University.

2. Responsibilities

5. The primary role of the Committee is interpretation and administration of the Nazarbayev University Intellectual Property Policy.
6. The Committee shall:
 - 1) monitor the implementation of the University Intellectual Property Policy;
 - 2) verify that the Office for Commercialization and Transfer and the Office for Development carry out their missions in accordance with the University Intellectual Property Policy;
 - 3) review requests from the Vice-Provost for Research for the interpretation of the Policy and make written recommendations regarding such requests;
 - 4) review annually the financial results of the OCTT with particular attention to the expenditure of the OCTT share of intellectual property income;
 - 5) provide advice to the Vice-Provost for Research regarding disputes between creators and the OCTT;
 - 6) every two years review and possibly recommend to the Vice-Provost for Research adjustment of the University's plan for division of intellectual property income.

7. Implement other tasks and actions as instructed by the Research Council of the University.
8. The Committee will provide an annual report on its activities or at any time at the request of the Research Council.

3. Governance Principles

9. The Committee is established by the decision of the Research Council.
10. The Chair of the Committee is the Vice-Provost for Research.
11. The Secretary of the Committee is appointed from the members of the Committee.

4. Membership

12. Members of the Committee serve in an *ex officio* capacity.

Voting members of the Committee are as following:

- 1) Vice-Provost for Research;
 - 2) Executive Vice-President;
 - 3) General Counsel;
 - 4) Advisor to the President;
 - 5) Director of the Office for Commercialization;
 - 6) Director for Business Development ;
 - 7) one representative from the Center for Life Sciences;
 - 8) one representative from the School of Engineering;
 - 9) one representative from the School of Science and Technology;
 - 10) one representative chosen from the Graduate School of Business, Graduate School of Education, Graduate School of Public Policy and School of Humanities and Social Sciences;
 - 11) one representative from the Faculty Senate.
13. A delegated member may be replaced at any time by the person assigned by the Chair.
 14. For certain issues, other University staff/faculty will be invited to join the Committee, as well as external experts, at the request of the Chair. Voting is confined to the members of the Committee.
 15. In case of the absence of the Chair, an authorized person performs the functions of the Chairman.

16. The Chairman of the Committee shall:
 - 1) organize the work of the Committee;
 - 2) convene meetings of the Committee;
 - 3) preside over meetings of the Committee.

5. Rights and Responsibilities of the Committee Members

17. 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.
18. The Committee members are to serve as a liaison and to disseminate information between the Committee and their schools and other University structural units.
19. Members of the Committee have a right to suggest items for the Committee's consideration and have access to materials of the Committee.

6. Procedures

20. The Committee functions by holding meetings as needed. In exceptional circumstances, the Chair may call a Special Meeting with 2 (two) working days' notice.
21. Meetings will normally be open to all members of the University community. Closed sessions may only be attended by Members of the Committee.
22. Decisions of the Committee will be agreed on a consensus basis among the Committee members attending and shall be documented by the minutes, signed by the voting members.
23. Decisions of the Committee shall serve as a basis for the University management in making, implementing and monitoring decisions.
24. The issues not regulated by these Bylaws will be considered by the Committee on its own authority, in compliance with the Charter of the University, Intellectual Property Policy of the University, Research Council Policies and Procedures, the decisions of the executive bodies of the University, and the legislation of the Republic of Kazakhstan.
25. The quorum of the Committee is fifty percent of the votes of voting members that are present at the meeting.
26. The Chair may vote in case of a tie vote.

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

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

7. Records

29. The Secretary of the Committee will prepare and maintain written records of the Committee's activities, including minutes and agendas of all Committee meetings. This record will be kept by the Secretary of the Committee.