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Approved by  
Quality Management  
Representative

G.S. Zhetessova

04 10 2021

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**RULES  
OF GRADUATE EMPLOYMENT**

**KTU R IV-09-2021**

**Developed by:**

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Effective date 2021.10.04  
(year, month, date)

## 1 Scope

These Rules establish the procedure of graduate employment who have completed their studies at the University and a set of measures to promote the employment of KTU graduates.

These Rules are applied by all the divisions of NLC "Karaganda Technical University" (hereinafter KTU) and are included in the documents of the quality management system.

## 2 Regulatory references

To apply this Rules, the following referenced documents are required:

RK ST ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements".

MS ISO 9000:2015 "Quality management systems. Basic provisions and vocabulary".

## 3 Terms, definitions and abbreviations

In this Rules, the following terms are used with the corresponding definitions and abbreviations:

R - rules;

QMR - quality management representative;

RK MES - Ministry of Education and Science of the Republic of Kazakhstan;

CQM&A – the Center of quality management and accreditation

## 4 Liability and powers

4.1 This Rules is approved by the First Vice Rector.

4.2 The Quality Management Representative (QMP) is responsible for implementing the procedure.

4.3 The head of the CDC is responsible for the compliance of these Rules (R) provisions with the requirements of RK ST ISO 9001-2016 (ISO 9001: 2015).

4.4 The leader of this process is the First Vice Rector who is responsible for managing the process.

4.5 Responsibility for organization and coordination of activities for implementing specific stages of the Rules for graduate appointments and the quality

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of final results are borne by the heads of departments who are participants in the implementation of a specific stage.

4.6 Responsibility for safety and unauthorized copying the documents of the quality management system (QMS), and the leakage of official information are borne by the heads of departments.

## **5 General provisions**

These Rules (R) for the employment of graduates are developed in accordance with the Laws of the Republic of Kazakhstan "On employment of the population", "On Education", "On State Youth Policy in the Republic of Kazakhstan", "Standard Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher Professional Education", "Rules for Sending a Specialist to Work, Granting the Right of Independent Employment, Exemption from the Obligation or Termination of the Obligation to Work of citizens who studied on the basis of the state educational order ", Resolution of the Government of the Republic of Kazakhstan dated March 30, 2012 No. 390.

## **6 Procedure of employment**

6.1 KTU graduates have the right to select freely their occupation and place of work in accordance with professional training, inclinations and abilities.

6.2 KTU graduates trained by the order of enterprises, in accordance with contracts, are sent to work at these enterprises.

6.3 The Career Development Center (hereinafter CDC), with the active participation of graduating departments, heads of local representative bodies, assists graduates in employment (Figure 1).

6.4 Placing information on the graduates of the coming year on the website of KTU.

6.5 Quarterly updating the website of the KTU with information of vacancies at enterprises and organizations in the Karaganda region and the Republic of Kazakhstan.

6.6 Holding annual fair "KTU graduates" with participation of representatives of executive authorities, traditional and potential employers.

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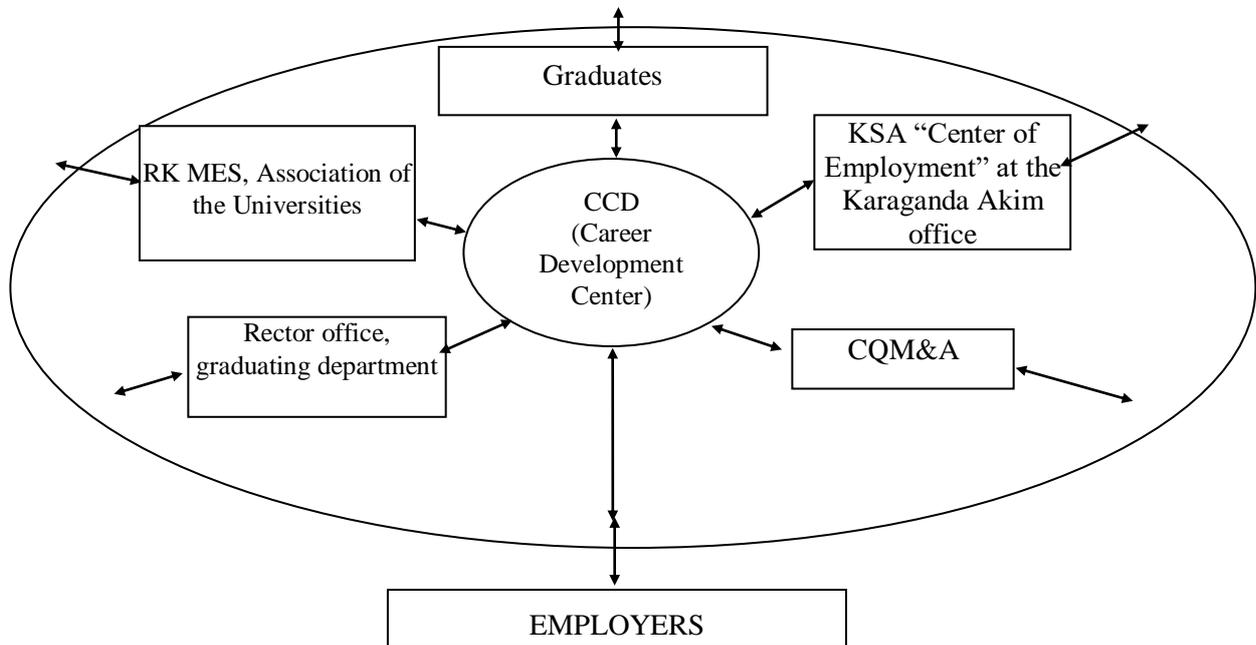


Figure 1 – Mechanism of assistance to the KTU graduate employment

6.7 Carrying out work to increase the number of employers, where industrial practices are accompanied by subsequent employment.

6.8 Formation of strategies in relation to the quality of training specialists.

The proposed mechanism for promoting the employment of graduates offers cooperation and interaction of the following actors:

- RK MES, Association of the Universities;
- graduates of KTU;
- CDC;
- graduating departments;
- KSA “Center of Employment” of the city of Karaganda;
- employers.

6.9 The mechanism for promoting employment of KTU graduates is as follows:

- CDC interacts with the KSA "Center of Employment of the Population" of Karaganda to search for potential employers;
- CDC interacts with the Ministry of Education and Science of the Republic of Kazakhstan to develop a database of vacancies in the relevant specialties in the context of the regions of the Republic of Kazakhstan on the KTU website;
- a graduate applies to the CDC or the KTU website, or is looking for a job on his own;
- an employer has the opportunity to participate in the targeted training of graduates by

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making adjustments to the curriculum (within the limits of possible) when concluding a contract for the training of specialists at the order of the enterprise;

- the CDC forms a database of graduates and vacancies, liaises a graduate with an employer, organizes events for registration and conclusion of an appropriate agreement, and summarizes the results of the activities of all the entities in the employment of graduates for subsequent monitoring.

6.10 The CDC also performs the following activities:

- carrying out targeted systematic work related to the employment of KTU graduates;
- transferring the information of KTU graduates to the Center for Employment of the Population of Karaganda;
- analyzing the employment of graduates;
- identifying key groups of employers;
- speaking in the media with information of the problems of graduate employment and ways to solve it;
- issuing job assignments (Appendix A) and permissions for self-employment (Appendix B);
- draws up the Minutes of the meeting of the Commission on the personal appointment of graduates and young specialists who studied on the basis of the state educational order/within the rural quota (Appendix B).

6.11 After a graduate has found a job with the help of the CDC or on his own, he must provide a document of employment (a certificate from the place of work, a job assignment, or a referral to register with the Career Development Center).

6.12 According to the submitted documents on employment, the graduating departments fill out the list of personal appointment for monitoring (Appendix E).

## **7 Procedure of referral for work of young specialists and Doctors of Philosophy (PhDs)**

7.1 Citizens who were enrolled in training in pedagogical specialties within the rural quota, work respectively at state education organizations located in a village, settlement, rural district, (hereinafter referred to as the countryside), at least three years after graduation from higher education institution (hereinafter referred to as the University).

7.2 Citizens who were enrolled in training in pedagogical and technical specialties within the rural quota, work in the region at the place of study for at least three years after graduating from a higher education institution.

7.3 Citizens who were enrolled in training in pedagogical specialties on the basis of a state educational order, work at state education organizations for at least three years after graduation.

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7.4 Citizens who studied in other specialties on the basis of a state educational order, work at organizations, regardless of their form of ownership, for at least three years after graduation.

7.5 Citizens who were enrolled in doctoral studies under the program of doctors of philosophy (PhDs) on the basis of a state educational order, work at universities or scientific organizations for at least three years after the completion of their studies.

7.6 In order to direct young specialists and doctors of philosophy (PhD) to work, their personal appointment is carried out.

7.7 The Appointment Commissions are formed annually at the University where young specialists and PhDs complete their studies.

7.8 The appointment and placement of young specialists is carried out in the following way:

1) the University annually sends applications to the local executive bodies of regions and cities of republican significance with indicating the number of graduates, place of residence, specialty and language of instruction for the provision of vacant jobs for the subsequent employment of graduates of the current year who entered within the rural quota; on the basis of a state educational order;

2) local executive bodies of regions and cities of republican significance, according to the submitted applications of the University, quarterly submit to the University the information of the need for personnel at state education organizations, subdivisions of state bodies located in rural areas; and at organizations, regardless of the form of ownership;

3) the University, according to the information provided by the local executive bodies of regions and cities of republican significance, for the purpose of employment of young specialists, interacts directly with their potential employers for providing guarantees on the preservation of vacancies;

4) there are formed Commissions at the University for the personal assignment of young specialists to work.

7.9 The appointment of young specialists is carried out on the basis of the employer's application for the forthcoming employment and the retention of the vacant place until the arrival of the young specialist at the place of work.

7.10 Young specialists who have completed their training in the current year, no later than September 1 arrive at the place of work according to the appointment.

7.11 The local executive body of the region

1) upon arrival of a young specialist, within a month, sends a confirmation of arrival to the authorized agent of the authorized body in the field of education, according to the appointment, with the submission of information of the place of work and the type of social assistance provided (if any);

2) annually, by September 1, sends lists of working young specialists to the authorized agent of the authorized body in the field of education;

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3) sends information of the dismissal of a young specialist and supporting documents to the authorized body in the field of education.

13 The right to priority appointment to work at state education organizations have

1) the persons whose spouse lives, works or does service in the locality that provided the vacancy;

2) the persons whose one or both parents are disabled of I and II groups, as well as persons who are guardians and trustees, permanently residing in the settlement that provided the vacancy.

7.12 Young specialists sent to work in rural areas receive social guarantees in accordance with the legislation of the Republic of Kazakhstan.

7.13 The assignment and placement of doctors of philosophy (PhDs) is performed in the following way:

1) the University annually, if there are relevant vacancies, no later than April 15, sends applications to the authorized body in the field of education on the need for personnel at universities and scientific organizations;

2) the University annually, no later than April 15, sends to the authorized body in the field of education the lists of persons enrolled in doctoral studies under the program of training doctors of philosophy (PhDs) on the basis of a state educational order and completing their studies in the current year;

3) the authorized body in the field of education sends to Universities information of the available vacancies of doctors of philosophy (PhDs);

4) the Commissions are formed at the University for the personal appointment of doctors of philosophy (PhDs) to work.

7.14 Personal appointment of doctors of philosophy (PhDs) is performed according to the submitted documents and on the basis of information provided by the authorized body in the field of education, according to the requests of universities and scientific organizations on the need for personnel.

7.15 In the personal appointment of young specialists and doctors of philosophy (PhDs), the following are taken into account:

1) the place of permanent residence or preferable settlement for appointment;

2) the existence of circumstances giving the right to priority appointment provided for by the Law and these Rules;

3) the existence of circumstances established by the Law and/or these Rules, which release from the obligation to work or give a deferral from the fulfillment of the obligation to work.

7.16 Upon admission or call-up for urgent military service, a young specialist is given a deferral for the period of service, without counting the time spent on service in the period of work.

In the absence of vacancies at the time of appointment, young specialists and doctors of philosophy (PhDs) are subject to registration as unemployed at the place of

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residence, taking into account the time they were registered as unemployed during the period of work.

7.17 Spouses who completed their studies at the University at the same time are provided with work at organizations located in the same locality. If one of the spouses completes training earlier, then his appointment is made on a general basis. In this case, the spouse who graduates later is entitled to priority appointment at the place of work of the spouse.

7.18 Young specialists and/or doctors of philosophy (PhDs) who do not appear without a valid reason in the appropriate Commission for appointment, are assigned without their presence.

7.19 In order to prevent sending several young specialists and doctors of philosophy (PhDs) to one vacancy, their preliminary appointment is performed by sending them by the relevant University, in which Appointment Commissions are formed, preliminary lists of young specialists and doctors of philosophy (PhD)s assigned to work to the authorized body in the field of education annually, no later than March 1. In case of revealing such facts, the appointment of young specialists and doctors of philosophy (PhDs) is made after agreement with the authorized body in the field of education, taking into account the average score and the proximity of the location of the University to the place of the proposed distribution.

7.20 Personal assignment of young specialists and/or doctors of philosophy (PhDs) is formalized by the decision of the relevant Appointment Commission annually, no later than July 1, on the basis of which the University prepares assignments for work in the form according to Appendix B to these Rules. At the same time, notification of young specialists and doctors of philosophy (PhDs) about their appointment is made by the University through issuing referrals to work no later than three working days from the date of the decision.

7.21 For failure to fulfill the obligation to work as provided for by the Law, a young specialist or a doctor of philosophy (PhD) reimburses the costs incurred from budget funds in connection with their training, with the exception of cases provided for by the Law and these Rules, to the budget through an attorney of the authorized body in the field of education.

7.22 The term of service for young specialists and doctors of philosophy (PhDs) is counted from the day they conclude an employment contract with employers.

7.23 The University annually, no later than August 15, submits to the authorized bodies information of the appointment of young specialists and doctors of philosophy (PhDs) to work and sends all the materials on the appointment to the attorney of the authorized body in the field of education within 15 calendar days from the date of the decision.

7.24 In case of termination of the employment contract with a young specialist or doctor of philosophy (PhD) on the initiative of the employer, the employer no later

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than three calendar days after termination of the employment contract notifies the local executive body of the region with the provision of relevant supporting documents. At this, young specialists and doctors of philosophy (PhDs) are subject to re-distribution, provided that labor contracts with them are terminated on the grounds of liquidation of the employer, a legal entity, as well as reduction of the number of employees.

7.25 Persons who have not entered the master degree program, residency or doctoral studies are subject to re-distribution in accordance with these Rules.

## **8 Granting the right to self-employment**

8.1 Exemption from the obligation to work, provided for by the Law, is provided by the decision of the Commission for Personal Appointment of Young Specialists or the Commission for Personal Appointment of Doctors of Philosophy (PhDs) (hereinafter referred to as the Appointment Commission) to the following categories:

- 1) persons in the absence of vacancies in the locality at the place of residence, work or service of a spouse;
- 2) disabled people of I and II groups;
- 3) persons who have entered for further education in master degree program, residency, doctoral studies;
- 4) pregnant women, persons having and independently raising a child (children) under the age of three years.

**9 Termination of the obligation to work provided for by the Law without reimbursement of the costs incurred at the expense of budgetary funds related to training, occurs:**

- 1) in connection with fulfillment of the obligation to work;
- 2) in connection with the death of a student (young specialist, Doctor of Philosophy (PhD) confirmed by relevant documents;
- 3) in the case of establishing disability groups I and II within the period of work;
- 4) in connection with release from the obligation to work in cases provided for by the Law and paragraph 27 of these Rules.

9.1 The circumstances specified in clauses 13, 7.16, 8.1 and 9 of these Rules must be confirmed by appropriate documents.

9.2 Ensuring monitoring and controlling over compliance with the fulfillment by young specialists and doctors of philosophy (PhD) of their duties for working or reimbursing budgetary funds in case of failure to work is assigned to an attorney of the authorized body in the field of education.

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9.3 The authorized agent of the authorized body in the field of education, within the limits of his competence

1) in order to monitor the fulfillment of duties for working, forms and maintains a database of young specialists and doctors of philosophy (PhDs), ensures the storage of the submitted documents;

2) with the assistance of local executive bodies of regions and an authorized body in the field of education, monitors implementation of decisions of the Appointment Commissions;

3) in the event that young specialists and doctors of philosophy (PhDs) violate the obligation to work, provided for by the Law, takes measures to ensure that they reimburse the budget for the costs associated with their training.

## **10 Coordination and enforcement**

10.1 These Rules are approved by the compliance officer, chief Accountant, the head of the CQM&A, head of the LS and is drawn up in the “Coordination sheet” (Appendix D).

10.2 The document is enforced in accordance with the order of the First Vice-Rector of the University.

10.3 The document is considered enforced if the norms, indicators and requirements established by it are applied in accordance with the scope of its distribution.

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Appendix A  
(mandatory)

F.R-IV-09-01

**Job Referral**

graduate \_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(name of the University)

in specialty \_\_\_\_\_  
based on the decision of the Personal Appointment Commission dated  
\_\_\_\_\_ No. \_\_\_\_\_, is appointed to job as a \_\_\_\_\_  
\_\_\_\_\_  
(position)

at \_\_\_\_\_  
(name of organization)

located \_\_\_\_\_  
(address)

**Rector**  
Signature

-----  
(separation line)

I, \_\_\_\_\_  
(Full name)

Being a graduate \_\_\_\_\_  
(name of the University)

Confirm my job referral to \_\_\_\_\_

\_\_\_\_\_  
(name of organization)

located \_\_\_\_\_  
(address)

To the position of a \_\_\_\_\_.  
\_\_\_\_\_ 20\_\_ graduate's signature

Appendix B  
(Mandatory)

F.R-IV-09-02

Form No. 1

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**Minutes of the meeting of the Personal Appointment Commission of graduates/young specialists based on the state educational order**

**within the rural quota в** \_\_\_\_\_  
(name of the University)

No. \_\_\_\_\_

"\_\_" \_\_\_\_ 2016 г.

**Attendees:**

Chairman of the Commission:

\_\_\_\_\_ Name, position

Deputy Chairman:

\_\_\_\_\_ Name, position

Members of the Commission (*no less than 3 persons*):

\_\_\_\_\_ Name, position

\_\_\_\_\_ Name, position

\_\_\_\_\_ Name, position

Secretary of the Commission:

\_\_\_\_\_ Name, position

### Agenda:

1. Employment of \_\_\_\_\_ (number) of graduates of 2016 who completed their studies on the basis of a state educational order within the "rural quota" (subparagraph 3 of paragraph 8 of article 26 of the RKL "On Education") in pedagogical and medical specialties, to work in state educational / health care organizations located in rural areas.
2. Familiarization of the above graduates and members of the Commission on personal distribution with the norms of the Law of the Republic of Kazakhstan "On Education" and the Rules for sending a specialist to work, granting the right to self-employment, exemption from the obligation or termination of the obligation to work by citizens from among rural youth who entered within quotas for training in pedagogical, medical and veterinary specialties, as well as citizens who studied on the basis of a state educational order in pedagogical and medical specialties (bachelor's, internship, residency, magistracy) and studied in doctoral studies under the program of doctors of philosophy (PhD), approved by the Government of the Republic of Kazakhstan dated March 30, 2012 No. 390, providing for their obligation to work in state educational / health care organizations located in rural areas for at least three years from the date of completion of training, etc. the responsibility stipulated by the legislation of the Republic of Kazakhstan for their failure to fulfill their obligation to work.

a

### Speakers:

1. \_\_\_\_\_ (full name, position) acquainted all those present with the norms of the current legislation of the Republic of Kazakhstan governing the procedure for employment of graduates/young specialists to work in state educational/healthcare organizations located in rural areas. Noting that the employment of this category of graduates/young specialists should be carried out on the basis of applications submitted by graduates/young specialists from state educational/health organizations located in rural areas.
2. \_\_\_\_\_ (full name, position) acquainted all those present with the norms of the current legislation of the Republic of Kazakhstan governing the procedure for granting the right to self-employment (exemption from the obligation to work). Noting that the release from the obligation to work is made only if there are relevant circumstances provided for by the RKL "On Education" and documents confirming these circumstances.

**The Commission decided:**

1. To employ the following graduates/young specialists in 2016 in state educational/healthcare organizations located in rural areas:

No	Name Graduate/young specialist	Region	District	Village	Organization	Position	Language of training	Employer's contact person	Grounds for job referral
1									
2									
3									

\_\_\_\_\_ (Name, position) to hand over the above graduates/young specialists a job referral.

2. To grant a deferment in connection with conscription for military service, with registration as unemployed, or exemption from the obligation to work, provided for by the RKL "On Education", according to the supporting documents provided, to the following graduates/young specialists in 2016:

No	Name of the graduate/young specialist	The reason of granting a deferment from the obligation to work	Name and details of the confirming document

3. \_\_\_\_\_ (full name, signature) within 15 (fifteen) calendar days from the date of signing this Minutes, send it, as well as all the necessary documents to the authorized agent of the authorized body in the field of education, to monitor the fulfillment by young specialists of the obligation to work, provided the legislation of the Republic of Kazakhstan.3. \_\_\_\_\_ (ФИО, подпись) в течение 15 (пятнадцати) календарных дней с момента подписания данного протокола, направить его, а также все необходимые документы поверенному агенту уполномоченного органа в области образования, для осуществления им мониторинга исполнения молодыми специалистами обязанности по отработке, предусмотренной законодательством Республики Казахстан.

**Chairman of the Commission**

\_\_\_\_\_

Name, position, signature

**Deputy Chairman**

\_\_\_\_\_

Name, position, signature

**Members of the Commission:**

\_\_\_\_\_

Name, position, signature

\_\_\_\_\_

Name, position, signature

\_\_\_\_\_

Name, position, signature

**Secretary of the Commission**

\_\_\_\_\_

Name, position, signature

Appendix C  
(mandatory)

F.R-IV-09-03

**LIST OF PERSONAL APPOINTMENT**

**of graduate from** \_\_\_\_\_ **Current account of the University**  
 \_\_\_\_\_  
 (name of the University)

**of the Ministry** \_\_\_\_\_ **No.** \_\_\_\_\_

\_\_\_\_\_ **20** \_\_\_\_\_ **at** \_\_\_\_\_

**Chief accountant** \_\_\_\_\_

Name	Gender	Year of birth	Nationality	Party membership	Marital status	Address of permanent residence (parents' address)	Specialty and specialization	To what job is appointed						Graduate's consent with his appointment (the reason of non-consent, if any)	Graduate's signature
								Name of Ministry	Name of organization	Location of the organization with indicating the region	Position	Salary	Type of residence, isolated dwelling premises		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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