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Approved by
Chairman of the Management
Board – Rector of NPJSC

"Abylkas Saginov Karaganda
Technical University"



Ibatov M.K.

Decision of the Academic
Council

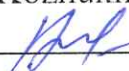
No. 31 » 08 2022

STANDARD

QUALIFICATION STANDARD OF THE TEACHING STAFF AND RESEARCHERS

ST III-03-2022

Developed by: Director of the
Administrative Work Department
M.M. Kozhukhova



Karaganda

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1 Scope

1.1 The Qualification standard of the teaching staff and researchers of the Non-Profit Joint Stock Company "Abylkas Saginov Karaganda Technical University" (hereinafter referred to as the Standard) is mandatory for use within the University.

The standard serves as the basis for:

- drawing up regulations on structural units defining their role and place in the structure of the University;
- the development of job descriptions of teaching staff and researchers, fixing their duties, rights and responsibilities;
- the selection and placement of personnel, monitoring the correctness of their use;
- conducting a competition for filling vacant positions of teaching staff and researchers and certification of university employees.

2 Responsibility and authority

2.1 The Academic Council of the University approves this Standard.

2.2 The responsibility for the implementation of the requirements specified in this Standard is borne by the QMR and the Director of the AWD.

2.3 The developer is responsible for compliance with the requirements of this Standard with legislative and regulatory requirements.

3 General provisions

3.1 The names of the positions of employees in the staffing table of the University must correspond to the names of positions provided for by this Standard.

3.2 The qualification characteristics of each position consist of three sections: "Job responsibilities", "Must know", "Qualification requirements".

3.3 The section "Job responsibilities" contains the main labor functions that can be fully or partially assigned to the employee holding this position.

3.4 The "Must know" section contains the basic requirements for an employee with respect to special knowledge, as well as knowledge of legislative and regulatory legal acts, regulations, instructions and other materials, methods and means that an employee must apply when performing official duties.

3.5 The section "Qualification requirements" defines the level of professional training of an employee required to perform the stipulated duties, and the requirements for work experience.

3.6 The standard serves as a basis for the development of a database of internal organizational and administrative documents: job descriptions containing a specific list of job responsibilities of employees, taking into account the specifics of labor organization, as well as their rights and responsibilities.

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3.7 The Standard presents the most typical types of work for each position. Therefore, when developing job descriptions, it is allowed to clarify the list of works that are characteristic of the corresponding position, and the requirements for the necessary special training of employees are established.

4 Head of the Department

4.1 Job responsibilities:

4.1.1 Has relevant professional competencies in their activities. Develops a strategy for the development of the department in the areas of training, strengthens and develops external relations with employers and educational authorities. Studies the market of educational services and the labor market in the areas of training at the department.

4.1.2 Develops an intra-departmental quality system for training specialists. Can determine pedagogical methods and means of teaching in order to ensure the high quality of the educational process. Organizes all types of training sessions in all forms of training. Conducts meetings of the department on the discussion of planned and current issues of educational, scientific, methodological work of staff and educational work with students.

4.1.3 Approves training programs in the disciplines of the department. Prepares conclusions on the curricula of other departments of the faculty and the university.

4.1.4 Approves the department's work plans and individual work plans of the department's teachers. Distributes the teaching load and functional responsibilities among the employees of the department and monitors the timeliness and quality of their performance.

4.1.5 Carries out the selection of modern technical training tools during training sessions and provides opportunities for their use.

4.1.6 Conducts all types of training sessions, directs course and diploma projects, research work and dissertations of undergraduates and PhD doctoral students.

4.1.7 Organizes and manages introductory, educational, production and pedagogical practice of students, term papers and theses.

4.1.8 Provides examinations, as well as intermediate tests of students in individual subjects. Analyzes their results and reports on them at the meetings of the department. Organizes the research work at the department, examines dissertations submitted for defense by the staff of the department or applicants on behalf of the faculty management. Supervises the research work of students. Organizes discussion of completed research works and the results of the possibility or their implementation. Provides an opportunity to publish the achieved scientific results.

4.1.9 Provides the preparation of conclusions on textbooks, training and teaching aids. Organizes and participates directly in the preparation of textbooks, visual aids and teaching materials of the department.

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4.1.10 Monitors the quality and implementation of individual plans of teachers of the department and other types of work of employees.

4.1.11 Participates in the pedagogical and research work of the department. Studies, summarizes and distributes the work experience of teachers of the department. Provides educational and methodological assistance to novice teachers of the department. Supervises the training of scientific and pedagogical personnel.

4.1.12 Plans to improve the qualifications of teachers of the department.

4.1.13 Participates in the work of educational and methodological commissions in the areas of training within the university and at the interuniversity level.

4.1.14 Establishes links with educational institutions and other organizations in order to provide scientific and methodological assistance.

4.1.15 Provides and participates in the international activities of the department, faculty, university.

4.1.16 Provides compilation and storage of all types of documentation and reports of the department.

4.1.17 Ensures the use of electronic document management "Directum" and the safety of documents and information located inside the electronic document management system.

4.1.18 Organizes and ensures timely work in the IS "UNIVER" of all teachers of the department.

4.1.19 Has digital skills in remote work applications Microsoft Teams, ZOOM, etc.

4.1.20 Reports on the results of the department's activities. Monitors the implementation by students and employees of the Department of labor protection and safety regulations, industrial sanitation and fire safety. Complies with the rules and regulations of labor protection, safety and fire protection.

4.2 The head of the department should know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On Anti-corruption law", "On languages in the Republic of Kazakhstan" and other regulatory legal acts regulating the functioning and development of the system of higher and postgraduate education; strategically important documents of NPJSC "Abylkas Saginov Karaganda Technical University"; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; the procedure for the development and approval of curricula and programs for educational groups; theory and methods of management of educational systems; the procedure for drawing up curricula; rules for maintaining documentation on academic work; rules of electronic document management; pedagogy, physiology, psychology and methods of professional training; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

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4.3 Qualification requirements: higher and postgraduate education, the presence of the military rank of "colonel" (for the head of the military department), the experience of scientific and pedagogical work for at least 5 years or senior staff from the deputy commander of the military unit and above, the presence of a certificate (certificate) of completion of advanced training courses in education management.

5 Professor

5.1 Job responsibilities:

5.1.1 Carries out planning, organization and control of educational and methodical work in supervised disciplines. Participates in scientific and methodological work on vocational education.

5.1.2 Conducts all types of training sessions, directs course and diploma projects, research work and dissertations of undergraduates and PhD doctoral students. Organizes, participates and directs scientific and research work in the scientific direction of the department. Manages the development and develops working training programs in supervised disciplines. Participates in the scientific and methodological work of the department as part of the methodological commission on the specialty or the scientific and methodological council of the faculty, university.

5.1.3 Supervises methodological support of supervised disciplines.

5.1.4 Directs and takes direct part in the preparation of textbooks, educational and teaching aids, lecture notes and other methodological material on supervised disciplines, as well as in preparing them for publication. Makes suggestions for improving the educational and methodical work of the department.

5.1.5 Participates in seminars, meetings and conferences organized within the scope of the department's research areas, including international ones.

5.1.6 Organizes and directs the research work of students, the student scientific society at the department.

5.1.7 Participates in the professional development of teachers of the department, provides them with the necessary methodological assistance in mastering pedagogical skills and professional skills.

5.1.8 Supervises the training of scientific and pedagogical personnel at the department.

5.1.9 Organizes and plans independent work of students in supervised disciplines.

5.1.10 Participates in professional orientation work with schoolchildren in the specialties of the department.

5.1.11 Participates in the promotion of scientific, technical, socio-humanitarian, economic and legal knowledge. Prepares and submits a report on the implementation of the individual plan.

5.1.12 Has digital skills of working in the UNIVER IS and ensures its timely completion.

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5.1.13 Has digital skills in remote work applications Microsoft Teams, ZOOM, etc.

5.1.14 Complies with the rules and regulations of labor protection, safety and fire protection.

5.2 The professor should know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On Anti-corruption law", "On languages in the Republic of Kazakhstan" and other and other regulatory legal acts regulating the functioning and development of the higher education system; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; theory and methods of management of educational systems; the procedure for drawing up curricula; the organization of methodological, scientific-methodical, research work; state educational standards; the current state of knowledge in the field of supervised disciplines; rules for documentation on academic work; pedagogy, physiology, psychology; methods of vocational training; modern forms and methods of teaching and educating students; fundamentals of economics, legislation about labor; rules and regulations of labor protection, safety and fire protection.

5.3 Qualification requirements: higher (or postgraduate) education, the degree of doctor of sciences, the academic title of "associate professor (docent)" and continuous experience of scientific and (or) scientific and pedagogical activity for at least 5 years after receiving the academic title of "associate professor (associate professor)", of which 2 years as a substitute position not lower than a university professor or corresponding positions in a scientific organization, positions of heads of departments, deputy heads, heads of a university or scientific organization.

6 Associate Professor (docent)

6.1 Job responsibilities:

6.1.1 Carries out planning, organization and control of educational and methodical work in supervised disciplines. Participates in scientific and methodological work on higher education.

6.1.2 Conducts all types of training sessions, directs course and diploma projects and research work of undergraduates. Organizes, participates and directs scientific and research work on the profile of the department.

6.1.3 Carries out quality control of all types of training sessions conducted by teachers of the department in the supervised discipline.

6.1.4 Develops work programs for supervised courses. Participates in the scientific and methodological work of the department (faculty) as part of the methodological commission on the specialty.

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6.1.5 Participates in seminars, meetings and conferences organized within the scope of the department's research areas, including international ones, with the direction from the department.

6.1.6 Supervises, completes and develops methodological support for supervised disciplines.

6.1.7 Organizes, participates in and directs research work at the department, including student scientific work and the work of the student scientific society and masters.

6.1.8 Participates in professional development and provides methodological assistance to novice teachers in mastering teaching skills and professional qualities.

6.1.9 Organizes and plans independent work of students, masters.

6.1.10 Organizes and engages in professional orientation with students in the specialization of the department. Participates in the promotion of scientific, technical, socio-humanitarian, economic and legal knowledge.

6.1.11 Participates in the development of the material and technical base of the department.

6.1.12 Participates in and develops textbooks and teaching aids and descriptions of laboratory work and practical classes.

6.1.13 Participates in the educational work of students.

6.1.14 Has digital skills of working in the UNIVER IS and ensures its timely completion.

6.1.15 Has digital skills in remote work applications Microsoft Teams, ZOOM, etc..

6.1.16 Supervises the work on the training of scientific and pedagogical personnel. Prepares and submits a report on the implementation of the individual plan.

6.1.17 Monitors the implementation by students and employees of the Department of labor protection and safety regulations, industrial sanitation and fire safety. Complies with the rules and regulations of labor protection, safety and fire protection.

6.2 An associate professor (docent) should know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On Anti-corruption law", "On languages in the Republic of Kazakhstan" and other and other regulatory legal acts regulating the functioning and development of the higher education system; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; theory and methods of management of educational systems; the procedure for drawing up curricula; rules of documentation on academic work; pedagogy, physiology, psychology; methods of vocational training; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

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6.3 Qualification requirements: higher (or postgraduate) education, academic degree (candidate of sciences, Doctor of Sciences, Doctor of Philosophy (PhD), Doctor in profile) or academic degree of Doctor of Philosophy (PhD), Doctor in profile or degree of Doctor of Philosophy (PhD), doctor in profile, continuous experience of scientific and (or) scientific-pedagogical activity for at least 3 years after the defense of the dissertation, including 2 years as a substitute for positions not lower than associate professor (docent) of the university or senior researcher in a scientific organization, positions of heads of departments, deputy heads, head of a scientific organization.

For applicants who have an academic degree of Doctor of Philosophy (PhD), a doctor in profile, experience in a position not lower than an associate professor (docent) of a university or a senior researcher in a scientific organization.

7 Senior Lecturer

7.1 Job responsibilities:

7.1.1 Organizes and conducts educational and methodical work on the taught discipline or certain types of training sessions.

7.1.2 Participates in one of the directions of the research work of the department.

7.1.3 Conducts all types of educational work. Monitors the quality of training sessions conducted by assistants and teachers. Develops work programs in the disciplines to be read. Completes and develops methodological support for the discipline being read or for certain types of training sessions and academic work.

7.1.4 Participates in the research work of students. Supervises the independent work of students in a readable discipline or certain types of training sessions and academic work.

7.1.5 Provides methodological assistance to assistants and teachers in mastering pedagogical skills and professional skills.

7.1.6 Participates in the scientific and methodological work of the department as part of the methodological commission on the specialty.

7.1.7 Participates in the professional orientation of schoolchildren.

7.1.8 Participates in the development and improvement of the material and technical base of the department.

7.1.9 Participates in the promotion of scientific, technical, socio-humanitarian, economic and legal knowledge.

7.1.10 Monitors students' compliance with the rules on occupational health and safety and fire safety during training sessions, laboratory work and practical exercises. Takes an active part in the educational work of students.

7.1.11 Participates in the preparation of textbooks, educational and teaching aids, developments, work programs and other types of educational and methodical work of the department. Prepares and submits a report on the implementation of the individual plan.

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7.1.12 Has digital skills of working in the UNIVER IS and ensures its timely completion.

7.1.13 Has digital skills in remote work applications Microsoft Teams, ZOOM, etc.

7.1.14 Complies with the rules and regulations of labor protection, safety and fire protection.

7.2 Senior lecturer should know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On Anti-corruption law", "On languages in the Republic of Kazakhstan" and other and other regulatory legal acts regulating the functioning and development of the higher education system; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; educational and scientific disciplines according to their profile; theory and methods of management of educational systems; the procedure for drawing up curricula; rules for maintaining documentation on academic work; pedagogy, physiology, psychology; methods of vocational training; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and norms of labor protection, technology safety and fire protection.

7.3 Qualification requirements: higher and/or postgraduate education, work experience of at least 5 years of scientific and pedagogical activity as a teacher or practical work experience in the specialty (activity profile) of at least 5 years and /or the presence of an academic degree.

8 Lecturer

8.1 Job responsibilities:

8.1.1 Organizes and conducts educational and methodical work on all types of training sessions, except lectures.

8.1.2 Participates in one of the directions of the research work of the department.

8.1.3 Under the guidance of a professor, associate professor or senior lecturer, develops or participates in the development of methodological manuals on the types of classes and academic work conducted. Takes an active part in educational work with students. Participates in the management and organization of research work of students. Participates in the professional orientation of schoolchildren.

8.1.4 Takes an active part in the development and implementation of measures to strengthen, develop, provide and improve the material and technical base of the educational process, equipment of educational units and laboratories.

8.1.5 Monitors students' compliance with the rules on occupational health and safety and fire safety during training sessions, laboratory work and practical training.

8.1.6 Under the guidance of a professor, associate professor, senior lecturer (curator of the discipline) organizes and plans methodological and technical support of training sessions. Forms students' skills to work with educational, special,

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scientific literature, manuals, teaches them to independently conduct experiments and generalize the results obtained.

8.1.7 Participates in seminars, meetings and conferences organized within the scope of the department's research areas, including international ones, with a referral from the department. Prepares and submits a report on the implementation of the individual plan.

8.1.8 Has digital skills of working in the UNIVER IS and ensures its timely completion.

8.1.9 Has digital skills in remote work applications Microsoft Teams, ZOOM, etc.

8.1.10 Complies with the rules and regulations of labor protection, safety and fire protection.

8.2 The teacher should know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On Anti-corruption law", "On languages in the Republic of Kazakhstan" and other and other regulatory legal acts regulating the functioning and development of the higher education system; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; theory and methods of management of educational systems; rules of documentation on academic work; pedagogy, psychology and methods of vocational training; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

8.3 Qualification requirements: higher and postgraduate education, scientific and pedagogical experience as an assistant for at least 2 years.

9 Assistant

9.1 Job responsibilities:

9.1.1 Organizes and conducts educational and methodical work on all types of training sessions, except lectures.

9.1.2 Participates in one of the directions of the research work of the department.

9.1.3 Under the guidance of a professor, associate professor or senior lecturer, develops or participates in the development of methodological manuals on the types of classes and academic work conducted. Takes an active part in educational work with students. Participates in the management and organization of research work of students. Participates in the professional orientation of schoolchildren.

9.1.4 Takes an active part in the development and implementation of measures to strengthen, develop, provide and improve the material and technical base of the educational process, equipment of educational units and laboratories.

9.1.5 Monitors students' compliance with the rules on occupational health and safety and fire safety during training sessions, laboratory work and practical training.

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9.1.6 Under the guidance of a professor, associate professor, senior lecturer (curator of the discipline) organizes and plans methodological and technical support of training sessions. Forms students' skills to work with educational, special, scientific literature, manuals, teaches them to independently conduct experiments and generalize the results obtained.

9.1.7 Participates in seminars, meetings and conferences organized within the scope of the department's research areas, including international ones, with a referral from the department. Prepares and submits a report on the implementation of the individual plan.

9.1.8 Has digital skills of working in the UNIVER IS and ensures its timely completion.

9.1.9 Has digital skills in remote work applications Microsoft Teams, ZOOM, etc.

9.1.10 Complies with the rules and regulations of labor protection, safety and fire protection.

9.2 The assistant should know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On Anti-corruption law", "On languages in the Republic of Kazakhstan" and other and other regulatory legal acts regulating the functioning and development of the higher education system; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; theory and methods of management of educational systems; rules of documentation on academic work; pedagogy, psychology and methods of vocational training; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

9.3 Qualification requirements: higher and postgraduate education without presentation of work experience requirements.

10 Chief Scientific Officer

10.1 Job responsibilities:

10.1.1 Carries out scientific management of research on the most important scientific problems of fundamental and applied nature, including scientific and technical programs, directly participates in their conduct.

10.1.2 Formulates new directions of research and development, organizes the preparation of a work program, determines methods and means of their implementation.

10.1.3 Participates in the formation of research plans, coordinates the activities of co-executors involved in the joint performance of work with other organizations in the tasks assigned to him.

10.1.4 Participates in the development of projects of various concepts, programs, laws, system-scientific foundations of socio-economic reform, comprehensive

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regional development programs, regulatory legal framework for the development of scientific, technical and innovative activities, intellectual property market and related infrastructure within the framework of his research areas.

10.1.5 Undertakes initiatives to find domestic and foreign partners to conduct joint research, attract additional funding, develops project proposals for participation in competitions and tenders of projects.

10.1.6 Conducts marketing research on the market of scientific and technical achievements and ideas and takes measures to sell its ideas and achievements to interested consumers, studying and promptly resolving issues of legal protection of new technologies and projects, copyright on discoveries and other intellectual property.

10.1.7 Summarizes the results obtained, conducts research expertise of completed research and development.

10.1.8 Defines the scope of application of the results of scientific research and development and provides scientific guidance for the practical implementation of these results.

10.1.9 Provides training and advanced training of scientific personnel in the relevant field of knowledge.

10.2 The chief researcher should know: Scientific problems of the relevant field of knowledge, science and technology; directions of development of the type of economic activity; guidance materials of higher and other bodies; domestic and foreign achievements on these issues; the latest methods, means and practice of planning, organizing, conducting and implementing scientific research and development (evaluation, patent and information support, release of scientific and technical documentation and the like); marketing; legislation on science; organization of labor, production and management; labor legislation, internal regulations; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; fire safety requirements.

10.3 Qualification requirements: academic degree of Doctor of Sciences, availability of major scientific papers or diplomas for discoveries and copyright certificates for inventions, as well as results implemented in practice, scientific authority in the relevant field of knowledge.

11 Leading Researcher

11.1 Job responsibilities:

11.1.1 Carries out scientific management of research on individual problems (topics, tasks) of science and technology and heads a group of employees employed by them or is a responsible executor of individual tasks, scientific and technical programs.

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11.1.2 Develops scientific and technical solutions to the most complex problems, methods of research and development, selects the necessary means for this.

11.1.3 Substantiates the directions of new research and development and methods of their implementation, makes proposals for inclusion in research plans.

11.1.4 Organizes the preparation of the work program, coordinates the activities of co-executors in their joint implementation with other organizations, summarizes the results obtained.

11.1.5 Defines the scope of application of the results of scientific research and development and organizes the practical implementation of these results.

11.1.6 Carries out training of scientific personnel and participates in their professional development.

11.2 The leading researcher should know: scientific problems in the relevant field of knowledge, science and technology; directions of development of the type of economic activity; guidance materials of higher and other bodies, domestic and foreign achievements on these issues; the latest methods, means and practice of planning, organizing, conducting and implementing scientific research and development (evaluation, patent and information support, release of scientific and technical documentation); legislation on science; organization of production, labor and management; labor legislation; internal regulations; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; fire safety requirements.

11.3 Qualification requirements: academic degree of doctor or candidate of sciences, availability of scientific papers or copyright certificates for inventions, as well as large-scale projects and developments implemented in practice.

12 Research Associate

12.1 Job responsibilities:

12.1.1 Conducts research and development on separate sections (stages, tasks) of the topic as a responsible performer or together with a researcher, supervisor, carries out complex experiments and observations.

12.1.2 Collects, processes, analyzes and summarizes scientific and technical information, advanced domestic and foreign experience, results of experiments and observations.

12.1.3 Participates in the preparation of plans and methodological programs of research and development, practical recommendations on the use of their results.

12.1.4 Compiles reports (sections of the report) on a topic or its section (stage, task).

12.1.5 Participates in the implementation of research and development results.

12.2 A researcher should know: the goals and objectives of ongoing research and development; domestic and foreign information on these studies and developments; modern methods and means of planning and organizing research and development,

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conducting experiments and observations, generalizing and processing information, including with the use of electronic computing technology; fundamentals of legislation on science; labor legislation; internal regulations; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; fire safety requirements.

12.3 Qualification requirements: postgraduate education in the relevant specialty and work experience in the specialty for at least 5 years, the presence of copyright certificates for inventions or scientific papers. In the presence of an academic degree - without presenting requirements for work experience.

13 Senior Researcher

13.1 Job responsibilities:

13.1.1 Carries out scientific management of a group of employees in the study of independent topics, as well as developments that are part (section, stage) of the topic, or conducts research and development as a performer of the most complex and responsible work.

13.1.2 Develops plans and methodological programs for research and development.

13.1.3 Organizes the collection and study of scientific and technical information on the topic, conducts analysis and theoretical generalization of scientific data, experimental results and observations.

13.1.4 Verifies the correctness of the results obtained by employees working under his supervision.

13.1.5 Participates in professional development of personnel.

13.1.6 Implements the results of research and development.

13.2 A senior researcher should know: scientific problems on the subject of ongoing research and development; guidance materials on relevant types of economic activity; domestic and foreign information on these issues; modern methods and means of planning and organizing research and development, conducting experiments and observations, including using electronic computing; economics of the appropriate type economic activity; labor legislation; internal regulations; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; fire safety requirements.

13.3 Qualification requirements: postgraduate education and work experience in the relevant specialty for at least 10 years, the presence of scientific papers or copyright certificates for inventions. In the presence of an academic degree - without presenting requirements for work experience.

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14 Junior research assistant

14.1 Job responsibilities:

14.1.1 Conducts research and development on separate sections (stages, tasks) of the topic in accordance with approved methods.

14.1.2 Participates in the execution of experiments, conducts observations and measurements, makes their description and formulates conclusions.

14.1.3 Studies scientific and technical information, domestic and foreign experience on the subject under study.

14.1.4 Compiles reports (sections of the report) on a topic or its section (stage, task).

14.1.5 Participates in the implementation of research and development results.

14.2 A junior researcher should know: the goals and objectives of ongoing research and development; domestic and foreign information on these studies and developments; modern methods and means of planning and organizing research and development, conducting experiments and observations, generalizing and processing information, including with the use of electronic computing technology; fundamentals of legislation on science; labor legislation; internal regulations; Rules of ethics of NPJSC "Abylkas Saginov Karaganda Technical University"; Anti-Corruption Standard of NPJSC "Abylkas Saginov Karaganda Technical University"; fire safety requirements.

14.3 Qualification requirements: postgraduate education in the relevant specialty and work experience in the specialty for at least 3 years. If you have an academic degree, graduate school and internship - without presenting work experience requirements. If there are recommendations of the councils of higher educational institutions (faculties), graduates of higher educational institutions (master's degrees) who have gained work experience during their studies may be appointed to the position of a junior researcher on an exceptional basis.

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Appendix A (mandatory)

F.01-2022

Approval sheet

[illegible]

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Appendix B (mandatory)

F.02-2022

Familiarization sheet

[illegible]