

Abylkas Saginov Karaganda Technical University NJSC	Rules for Providing Services under the Programs of Additional Education	R III-06-2022 Version 01 Date 2022/05/03 Page 1 out of 7
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**Approved by the
Decision of the Academic
Council**
of 23 04, 2022
(Minutes No. 11)

RULES

for Providing Services under the Programs of Additional Education R III-06-2022

**Developed by:
Head of the CEP**

Karaganda

Abylkas Saginov Karaganda Technical University NJSC	Rules for Providing Services under the Programs of Additional Education	R III-06-2022 Version 01 Date 2022/05/03 Page 2 out of 7
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1 Scope

1. These Rules for Providing Educational Services under the Programs of Additional Education (hereinafter referred to as the Rules) establish requirements for conducting advanced training courses (short-term, medium-term and long-term), and training seminars.

2 Regulatory references

These Rules use references to the following regulatory documents:

RK ST ISO 9000:2017 (ISO 9000:2015) “Quality management systems. Basics and glossary”;

KTU DP V-01 “Management of documented information”.

3 Terms, definitions and abbreviations

3.1. These Rules use the following basic concepts:

- academic hour of advanced training course is lecture or practical lesson lasting 45 minutes;
- customer of advanced training courses is an individual or legal entity who has expressed the need to receive educational services;
- advanced training is a form of professional training that allows acquiring new and to maintain, to expand, to deepen and to improve previously acquired professional knowledge, abilities, skills and competencies to improve the quality of professional activity;
- certificate is a standard document confirming the successful completion of an educational program of additional education;
- student is an individual studying under a program of advanced training courses;
- training seminar is a form of practice-oriented interactive training based on the development of competence in interpersonal and professional interaction;
- ATC – advanced training course.

4 General provisions

4.1. The purpose of advanced training is to update the theoretical and practical knowledge of managers and industrial production specialists and teaching staff in accordance with modern socio-economic trends in society, the development of science and technology.

4.2 The duration of training is set by the University depending on the educational program, taking into account the opinions of customers.

4.3 Advanced training includes the following types of training:

- training seminar – from 18 to 36 hours;
- short-term training – from 36 to 72 hours;
- medium-term training - from 72 to 108 hours;
- long-term training - over 108 hours.

5 Responsibility and powers

5.1 These Rules are approved by the decision of the Academic Council of Abylkas Saginov Karaganda Technical University NJSC.

5.2 Responsibility for the implementation and management of the processes specified in these Rules lies with the head of the CEP.

5.3 The head of the development, coordination and approval process of these Rules is the head of the development unit.

6 Description of the procedure

6.1. Advanced training courses are organized:

- without interruption from work (including distance learning);
- with separation or partial separation from work;
- according to individual educational programs.

6.2 The courses are conducted by the following structural divisions of the University, implementing educational advanced training programs for specialists from industrial enterprises, the teaching staff in the education system and residents of the region:

- the Institute of Advanced Studies;
- the Center of Engineering Pedagogy.

6.3 Procedure for organizing an ATC

6.3.1 Developing the ATC program by the specialized department in accordance with the needs of the customer.

6.3.2 Determining the cost of the ATC by the University accounting department, taking into account the number of ATC students and the duration of study in academic hours.

6.3.3 Preparing the information of conducting ATC by specialized departments /structural divisions and distribution to potential customers.

6.3.4 Organizing by specialized departments/structural divisions conclusion of contracts for the provision of advanced training services between the customer and the University.

6.3.5 Paying by the customer for ATC by transferring funds to the University's bank account in accordance with the amount specified in the contract.

6.3.6 Preparing and issuing an order on organizing ATC and enrolling the customers in training.

6.3.7 Drawing up a ATC schedule by specialized departments/structural divisions.

6.3.8 Preparing and publishing an order on completion of ATC by the Institute of Advanced Studies / Center of Engineering Pedagogy.

6.3.9 Preparation and issuance of certificates by the Institute of Advanced Studies /Center os Engineering Pedagogy upon the fact of conducting courses by a specialized department and successful completion of the ATC program.

6.4 The ATC listeners have the right:

- to use the regulatory, instructional, educational and educational documentation on professional activities available at faculties, departments and other structural divisions of the university, as well as the library, information fund, and services of other departments in the manner determined by the charter of this institution;

- to take part in conferences and seminars, submit your abstracts, scientific works and other materials for publication in the institution's publications.

6.5 In case of failure to comply with the curriculum, as well as in case of gross violation of the Internal Regulations, the student is expelled by order of the head of the university with the issuance of a corresponding certificate indicating the reason for expulsion.

6.6 The activities of the University in organizing the ATC are regulated by the regulatory legal acts of the Republic of Kazakhstan and the University Charter.

7 Coordination and implementation

Coordination of these Rules is carried out with the head of the LD, Quality Management Representative and is documented in the "Coordination Sheet" (Appendix A).

8 Amendments to the document

8.1 Amendments to the Rules are made on the basis of the Republic of Kazakhstan legislation and internal regulations.

9 Safekeeping

9.1 A copy of the approved Rules of Providing Services for Additional Education Programs is transferred to the Center of Engineering Pedagogy and the Institute of Advanced Studies, and the original is transferred for safekeeping.

The head of the Center of Engineering Pedagogy is responsible for transferring the approved Rules for safekeeping.

Responsibility for safekeeping a copy of the Rules at the Center of Engineering Pedagogy and the Institute of Advanced Studies lies with the heads of departments.

Appendix A (mandatory)

F.04-2022

Coordination sheet

Position	Name	Date	Signature
QMR	Zhetessova G.S.		
Had of the LD	Ayazbayeva G.S.		
Executive Director	Issagulov A.Z.		

Appendix B

F.05-2022

Familiarization sheet

Position	Name	Date	Signature