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RULES

OF GRADUATE EMPLOYMENT

R V-09-2022

Developed by:

Head of the CDC

Alina G.Zh. 

Karaganda

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1 Scope

These Rules establish the procedure for the employment of graduates who have completed their studies at the university and a set of measures to promote the employment of graduates of Abylkas Saginov Karaganda Technical University NJSC.

These Rules are applied by all the divisions of Abylkas Saginov Karaganda Technical University NJSC (hereinafter referred to as KTU) and are part of the quality management system documents.

2 Regulatory references

To apply these Rules, the following reference regulatory documents are required:
RK ST ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements".

RK ST ISO 9000-2017 (ISO 9000:2015) "Quality management systems. Fundamentals and glossary".

3 Terms, definitions and abbreviations

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

R – rules;

QMR – quality management representative;

DAA - Department of Academic Affairs

CQM&A - Center of Quality Management and Accreditation.

EC - Employment Center

MLSP - Ministry of Labor and Social Protection.

4 Responsibility and powers

4.1 Responsibility for implementing the procedure lies with the Quality Management Representative (QMR).

4.2 Responsibility for compliance of these Rules provisions with the requirements of the standard RK ST ISO 9001-2016 (ISO 9001:2015) rests with the head of the CDC.

4.3 The developer is responsible for developing the requirements of these Rules and their compliance with the requirements of DP X-01-2022.

4.4 Responsibility for organizing and coordinating activities to implement

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specific stages of the Rules for the distribution of graduates and the quality of the final results lies with the heads of departments who are participants in the implementation of a specific stage.

4.5 Responsibility for safety and unauthorized copying the quality management system (QMS) documents located at the CQM&A and leakage of official information lies with 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”, “On education”, “On state youth policy in the Republic of Kazakhstan”, “Model rules for the activities of organizations of higher and postgraduate education”, “Rules for sending a specialist to work, granting the right to independent employment, exemption from the obligation or termination of the obligation to work for citizens who studied on the basis of a state educational order”, the Government of the Republic of Kazakhstan Resolution dated March 30, 2012 No. 390.

6 Employment procedure

6.1 Graduates of Abylkas Saginov Karaganda Technical University NJSC have the right to freely choose their occupation and place of work in accordance with professional training, inclinations and abilities.

6.2 Graduates trained at the request of enterprises, in accordance with contracts, are sent to work at these enterprises.

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

6.4 Posting on the website information of graduates of the coming year.

6.5 Quarterly updating the website of Abylkas Saginov Karaganda Technical University NJSC the information of vacant positions at enterprises and organizations in the Karaganda region and the Republic of Kazakhstan.

6.6 Annual holding of the fair “Graduates Abylkas Saginov Karaganda Technical University with participation of representatives of executive authorities, traditional and potential employers.

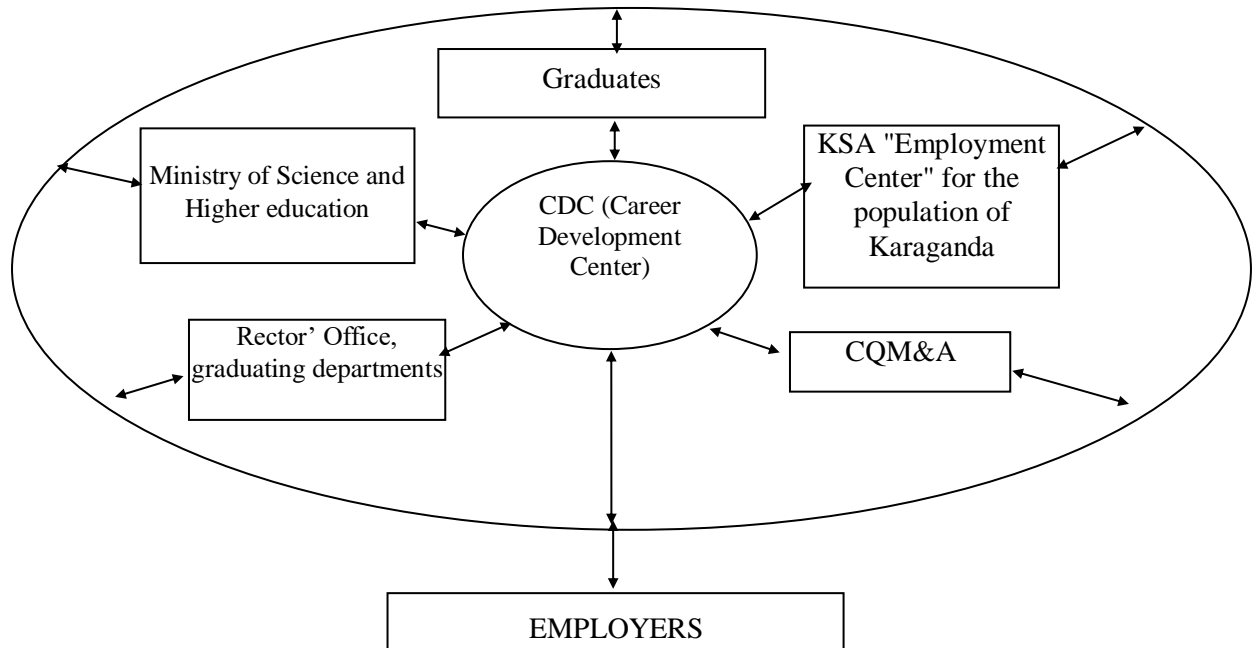


Figure 1 – Mechanism of promoting KTU graduate employment

6.7 Carrying out work to increase the number of employers where practical training is accompanied by subsequent employment.

6.8 Formation of strategies regarding the quality of training specialists.

The proposed mechanism of promoting the graduates employment suggests cooperation and interaction of the following entities:

- MES, Association of Higher Education Institutions;
- Ministry of Labor and Social Protection;
- graduates of KTU;
- CDC;
- graduating departments;
- KSA “Employment Center for the Karaganda Region”;
- employers.

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

- The CDR interacts with the KSA “Center for Labor Mobility in the Karaganda Region” to search for potential employers;
- The CDC interacts with the Ministry of Education and Science, MTSP to develop a database of available vacancies in relevant specialties in the context of regions of the Republic of Kazakhstan on the website of Abylkas Saginov Karaganda Technical University NJSC;
- a graduate applies to the Career Development Center Center or to the website of Abylkas Saginov Karaganda Technical University NJSC, or searches for a job

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independently;

- the employer has the opportunity to participate in the targeted training of a graduate by making adjustments to the curricula (to the extent possible) when concluding an agreement for the training of specialists at the request of the enterprise;

- The CDC forms a database of graduates and vacancies, communicates between the graduate and the employer, organizes activities for the preparation and conclusion of the relevant agreement, and also summarizes the results of the activities of all entities in the employment of graduates for subsequent monitoring.

6.10 The function of the CDC also includes the following activities:

- carrying out targeted systematic work related to the employment of KTU graduates;
- transferring the information of graduates to the KSA “Employment Center” of the Karaganda region;

- analyzing graduates’ employment;

- identifying the key groups of employers;

- speaking in the media with information of graduate employment problems and ways to solve them;

- issuing a job referral (Appendix A) and permits for independent employment (Appendix B);

- drawing up the Minutes of meetings of the Commission on the personal distribution of graduates/young professionals who studied on the basis of the state educational order/within the rural quota (Appendix C).

6.11 After a graduate has found a job with the help of the CDC or independently, he must provide an employment document (a certificate from the place of work, a referral to work, or a referral for registration with the Center of Employment to the Career Development Center.

6.12 According to the submitted employment documents, graduating departments fill out the personal distribution sheet for monitoring (Appendix D).

7 Procedure for sending young specialists and doctors of philosophy (PhD) to work

7.1 Citizens who entered training in pedagogical specialties within the quota provided to citizens from among the rural youth, work accordingly at state education organizations located in a village, town, rural district (hereinafter referred to as rural areas), within at least three years after graduating from higher education educational institution (hereinafter referred to as the university).

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

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

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

7.5 Citizens who have entered doctoral studies under the Doctor of Philosophy (PhD) program on the basis of a state educational order, work at universities or scientific organizations for at least three years after completing their studies.

7.6 In order to assign young specialists and Doctors of Philosophy (PhD) to work, their personal assignment is performed.

7.7 Appointment Commissions are formed annually at the university where young specialists and doctors of philosophy (PhD) complete their studies.

7.8 Appointment and assignment of young specialists to work is performed as follows:

1) The University annually sends applications to the local executive bodies of regions and cities of republican significance indicating the number of graduates, place of residence, specialty obtained and language of instruction for the provision of vacant jobs for subsequent employment of graduates of the current year who entered within the quota provided to citizens from among the rural youth or based on the state educational order;

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

3) the University, according to the information provided by local executive bodies of regions and cities of republican significance, in order to employ young specialists, directly interacts with their potential employers, who provide guarantees regarding the maintaining of a vacant position;

4) the University forms commissions for the personal placement of young specialists to work.

7.9 The assignment of young specialists is performed on the basis of the employer's request for future employment and preservation of a vacant position until the young specialist arrives at the place of work.

7.10 Young specialists who completed their training the current year arrive at their assigned place of work no later than September 1.

7.11 Local executive body of the region:

1) after the arrival of the young specialist, within a month, sends to the authorized agent of the authorized body in the field of education a confirmation of arrival,

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according to the assignment, with the 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;

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

13. The following persons have the right to priority assignment to work at state education organizations:

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

2) persons whose one or both parents are disabled people of groups I and II, as well as persons who are guardians and trustees permanently residing in the locality 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 Appointment and assignment to work of Doctors of Philosophy (PhD) is carried out as follows:

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

2) the University annually, no later than April 15, sends to the authorized body in the field of education lists of persons who have entered doctoral studies in the Doctor of Philosophy (PhD) training program on the basis of the state educational order and who are completing their studies in the current year;

3) the authorized body in the field of education sends information to universities of available vacancies for doctors of philosophy (PhD);

4) the University forms commissions for the personal placement of doctors of philosophy (PhD) to work.

7.14 Personal appointment of Doctors of Philosophy (PhD) is performed on the basis of submitted documents and on the basis of information provided by the authorized body in the field of education, in accordance with applications from universities and scientific organizations about the need for personnel.

7.15 In personal appointment of young specialists and Doctors of Philosophy (PhD), the following is taken into account:

1) place of permanent residence or preferred settlement for distribution;

2) the presence of circumstances giving the right to priority distribution, provided for by the Law and these Rules;

3) the presence of circumstances established by the Law and/or these Rules that exempt from the obligation to work off or give a deferment from fulfilling the obligation to work off.

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7.16 When entering or being called up for compulsory military service, a young specialist is given a deferment for the duration of his service, without counting the time of service towards the service period.

If there are no vacant jobs at the time of appointment, young specialists and Doctors of Philosophy (Phd) are subject to registration as unemployed at their place of residence, with the time spent for registering as unemployed counted towards the working period.

7.17 Spouses who completed their studies at a 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 its appointment is made on a general basis. In this case, the spouse who completed training later has the right to priority appointment at the spouse's place of work.

7.18 Young specialists and/or Doctors of Philosophy (PhD) who fail to appear at the relevant Appointment Commission without good reason are appointed without their presence.

7.19 In order to prevent sending several young specialists and Doctors of Philosophy (PhD) to one vacancy, their preliminary appointment is carried out by sending the relevant university, in which the Distribution Commissions have been created, preliminary lists of young specialists and Doctors of Philosophy (PhD) appointed for work to the authorized body in field of education annually, no later than March 1. If such facts are identified, appointment of young specialists and Doctors of Philosophy (PhD) is made after agreement with the authorized body in the field of education, taking into account the average grade point and the proximity of the location of the university to the place of intended distribution.

7.20 Personal distribution of young specialists and/or Doctors of Philosophy (PhD) is formalized by the decision of the relevant Appointment Commission annually, no later than July 1, on the basis of which the university prepares job assignments in the form in accordance with Appendix B to these Rules. At the same time, young specialists and doctors of philosophy (PhD) are notified of their placement by the university by issuing job assignments no later than three working days from the date of the decision.

7.21 For failure to fulfill the obligation to work out as provided for by the Law, a young specialist and a Doctor of Philosophy (PhD) shall reimburse expenses incurred from budgetary funds in connection with their training, except for the cases provided for by the Law and these Rules, to the budget through an authorized agent of the authorized body in the field of education.

7.22 The period of service for young specialists and doctors of philosophy (PhD) is calculated from the date of their conclusion of an employment contract with employers.

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

7.24 In the event of termination, at the initiative of the employer, of an employment contract with a young specialist or doctor of philosophy (PhD), the employer, no later than three calendar days after the termination of the employment contract, notifies the local executive body of the region about this with the provision of relevant supporting documents. At the same time, young specialists and doctors of philosophy (PhD) are subject to re-appointment, provided that their employment contracts are terminated on the grounds of liquidation of the employer - a legal entity, as well as a reduction in the number or staff of employees.

7.25 Persons who were not admitted to the master's degree, residency or doctoral programs are subject to re-appointment in accordance with these Rules.

8 Granting the right to self-employment

8.1 Exemption from the obligation to work off as provided for by the Law is granted by the decision of the Commission for personal appointment of young specialists or the Commission for the personal appointment of Doctors of Philosophy (PhD) (hereinafter referred to as the Appointment Commission) to the following categories:

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

9. Termination of the duty to work provided for by the Law without reimbursement of expenses incurred from budgetary funds related to training occurs:

- 1) in connection with the performance of work obligations;
- 2) in connection with the death of a student (young specialist, Doctor of Philosophy (PhD), confirmed by relevant documents;
- 3) in the event of a disability of groups I and II being established during the period of service;

4) in connection with the exemption from the obligation to work in the cases provided for in paragraph 17 of Article 47 of the Law.

9.1 The circumstances specified in paragraphs 15, 20, 34 and 35 of these Rules must be confirmed by relevant documents.

9.2 Ensuring of monitoring and control over compliance with the fulfillment by young specialists and doctors of philosophy (PhD) of their responsibilities for working off or reimbursement of budgetary expenses in case of non-working is assigned to the authorized agent of the authorized body in the field of education.

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

1) in order to monitor the performance of probation duties, forms and maintains a database of young specialists and doctors of philosophy (PhD), ensures safekeeping of submitted documents;

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

3) in case of violation by young specialists and doctors of philosophy (PhD) of the obligation to work off provided for by the Law, takes measures to ensure that they reimburse the budget for expenses associated with their training.

10 Coordination and implementation

10.1 These Rules are coordinated by the Member of the Board - Vice-Rector for Academic Affairs, Quality Management Representative, Chief accountant, head of the Legal department and is documented in the “Coordination Sheet” (Appendix D).

10.2 The document is introduced in accordance with DP X-01-2022.

11 Ensuring accessibility

11.1 Providing departments and departments with working copies of this PR is carried out by posting it on the University website.

11.2 Information on updating documents is posted on the University website in accordance with DP X-01-2022.

12 Safekeeping

12.1 The original of these Rules is stored in the CQM&A.

12.2 These Rules are stored in accordance with DP X-01-2022.

12.3 The full electronic version of the document is kept in electronic form, and the title page and familiarization sheet are kept in printed form.

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13 Analyzing and updating

Analyzing and updating of these Rules is carried out in accordance with DP X-01-2022.

14 Amendments to the document

14.1 Amendments to the document are made in accordance with the requirements of DP X-01-2022.

14.2 The head of the CDC is responsible for making amendments to the document.

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Appendix A
(mandatory)

F. R V-09-2022-01

Referral to work

Graduate _____
 (surname, name, patronymic, if any)

 (name of organization of higher and (or) postgraduate education or
 scientific organization in the field of health)
 in specialty and (or) educational programs _____
 based on the minutes decision of the Personal Appointment Commission
 dated _____ No. _____ is sent to work as

 (job title)

to _____
 (name of the company)

located in _____
 (address)

Head of the OHPE, signature

 (tear line)

I, _____
 (surname, name, patronymic (if any))

being a graduate of _____
 (name of the organization of higher and (or) postgraduate
 education or scientific organization in the field of health)

confirm that I have received a job assignment to _____
 (name of the company)

located in _____
 (address)

for the position _____

Graduate's signature _____ 20 __

Appendix B
(mandatory)

F.R V-09-2022-02

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Karaganda Technical
University NJSC

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**Minutes of the meeting of the
Personal Appointment Commission of graduates/young professionals who studied on the basis of the state
educational order
within the rural quota _____**

(University namea)

No. _____

_____ 20__

Present:

Chairman of the Commission _____

Name, position

Deputy Chairman of the Commission _____

Name, position

Members of the Commission (at least three
persons) _____

Name, position

Name, position

Name, position

Secretary of the Commission _____

Name, position

Agenda:

1. Employment of _____ (number) of graduates of 2022 who completed their studies on the basis of the state educational order within the “rural quota” (clause 3, clause 8, article 26 of the Law of the Republic of Kazakhstan “On Education”) in pedagogical and medical specialties, to work in government educational/health care organizations located in rural areas.
2. Familiarization of the above-mentioned graduates and members of the Commission for 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 independent employment, exemption from the obligation or termination of the obligation to work for 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 the state educational order in pedagogical and medical specialties (bachelor's degree, internship, residency, master's degree) and who studied in doctoral studies under the Doctor of Philosophy (PhD) program approved by Government Decree 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 and liability provided for by the legislation of the Republic of Kazakhstan for failure to fulfill their obligation to work.

Spoke:

1. _____ (Name, position) familiarized all those present with the norms of the current legislation of the Republic of Kazakhstan regulating the procedure for employing graduates/young professionals to work in state educational/health care organizations located in rural areas. Noting that 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 care organizations located in rural areas.
2. _____ (Name, position) familiarized all those present with the norms of the current legislation of the Republic of Kazakhstan regulating the procedure for granting the right to independent employment (exemption from the obligation to work). Noting that exemption from the obligation to work is carried out only in the presence of appropriate circumstances provided for by the Law of the Republic of Kazakhstan “On Education” and documents confirming these circumstances.

Commission decided:

1. To employ the following graduates/young specialists of 2022 in state educational/health care organizations located in rural areas:

No	Name of the graduate/young specialist	Region	District	Settlement	Organization	Position	Language of instruction	Employer's contact person	Grounds for sending to work
1									
2									
3									

_____ (Name, position) to issue the above-mentioned graduates/young specialists with a work order against signature.

2. Provide a deferment in connection with conscription for compulsory military service, with registration as unemployed, or an exemption from the obligation to work, provided for by the Law of the Republic of Kazakhstan "On Education", according to the provided supporting documents, to the following graduates/young specialists of 2022:

No	Name of the graduate/young specialist	Name of the circumstances for granting a deferment/exemption from the duty to work	Name and details of the supporting document

3. _____ (full name, signature) within 15 (fifteen) calendar days from the date of signing this protocol, send it, as well as all necessary documents, to the authorized agent of the authorized body in the field of education, for him to monitor the fulfillment by young specialists of the obligation to work out, provided for by the legislation of the Republic Kazakhstan.

Chairman of the Commission

_____ Name, position, подпись

Deputy Chairman of the Commission

_____ Name, position, подпись

Members of the Commission

_____ Name, position, подпись

_____ Name, position, подпись

_____ Name, position, подпись

Secretary of the Commission

_____ Name, position, подпись

Appendix C
(mandatory)

F. R V-09-2022-03

PERSONAL APPOINTMENT SHEET

of graduates from _____
Ministry, Department _____ (name of the education institution)

on _____ 20____

Education institution account
No. _____

at _____

Chief accountant _____

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University NJSC

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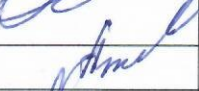

Name	Gender	Date of birth	Nationality	Party affiliation	Family status	Address of permanent residence (parents' address)	Specialty and specialization of a graduate	What job is sent to						The graduate's agreement with his appointment and conditions (reason for disagreement)	Graduate's signature
								Ministry	Enterprise (organization)	Enterprise location with indicating the region	Position	Salary	Type of living space provided: isolated, living premises		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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Appendix D
(mandatory)

F.01-2022

Coordination sheet

Position	Name	Date	Signature
Member of The Board, Vice-rector for Academic Affairs	Temerbayeva A.M.	12.12.2022	
Quality Management Representative	Zhetessova G.S.	12.12.2022	
Chief accountant	Abiltussupova A.H.	09.12.2022	
Head of the LD	Ayazbayeva G.S.	08.12.2022	

Appendix E
(mandatory)

F. 02-2022

Familiarization sheet

Position	Name	Date	Sognature

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Bibliography

1 Law of the Republic of Kazakhstan “On Employment” dated April 6, 2016 No. 482-V.

2 Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III 3RK.

3 On state youth policy in the Republic of Kazakhstan" dated February 9, 2015 No. 285-V

4 “On Approval of the Model Rules for the Activities of Organisations of Higher and Postgraduate Education” Order of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018 No. 595.

5 Rules of sending a specialist to work, granting the right to independent employment, exemption from the obligation or termination of the obligation to work for citizens who studied on the basis of the state educational order, and introducing amendments and additions to the Decree of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 “On approval of the Rules awarding an educational grant" approved by the Decree of the Government of the Republic of Kazakhstan dated March 30, 2012 No. 390.