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**REGULATION**

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**ON THE DUAL EDUCATION SYSTEM**

**RTA V-01-2022**

**Developed by:**  
**Head of the CDC**  
 Alina G.Zh. 

**Karaganda**

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## **1 Scope**

1.1 This Regulation defines the purpose, tasks, objectives, content, conditions and procedure for organizing the educational process at Abylkas Saginov Karaganda Technical University NJSC (hereinafter referred to as the University) on the dual education system.

1.2 The Regulation is intended for the University departments and persons involved in organization of the educational process with elements of dual education.

## **2 Regulatory references**

The Regulation on the Dual education System uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan “On Education” No. 319-Sh dated July 27, 2007;
- Order of the Minister of Education and Science of the Republic of Kazakhstan, dated January 21, 2016 No. 50 “On the approval of the Rules for the organization of dual training”;
- Order of the Minister of Education of the Republic of Kazakhstan dated August 3, 2022 No. 348 “On approval of state compulsory standards of preschool education and training, primary, basic secondary and general secondary, technical and vocational, post-secondary education”;
- Decree of the Government of the Republic of Kazakhstan dated October 15, 2014 No. 1093 (as amended on February 5, 2015 No. 42) “Road map of the dual education system, providing for the creation of training centers for advanced training and retraining at manufacturing enterprises and their participation in the training of universities and colleges of specialists”.

## **3 Terms, definitions and abbreviations**

In the Regulation on the dual education system there are used terms with corresponding definitions and abbreviations:

- RK MES – Ministry of Education and Science of the Republic of Kazakhstan;
- KTU DP - a documented procedure of Abylkas Saginov Karaganda Technical University;
- DAA – Department of Academic Affairs;
- WC - Working curriculum;
- QMR – Quality Management Representative;
- Career Development Center;
- CQM&A – Center of Quality Management and Accreditation.

## **4 Responsibilities and powers**

4.1 Responsibility and powers for the development of the Regulation on the dual education system, namely its content, structure, design, rests with the head of the Career Development Center (CDC);

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4.2 Responsibility for the implementation of the Regulation on the dual education system lies with the CDC;

4.3 Responsibility for the implementation of the procedure lies with the Quality Management Representative (QMR);

4.4 The developer is responsible for compliance of the Regulation on the dual system with the requirements of DP X-01-2022.

## **5 General provisions**

5.1 Dual training is training in which the theoretical part of the training takes place on the basis of an education organization, and the practical part takes place in production.

In accordance with this, the introduction of elements of dual training is aimed at implementing a form of personnel training that combines training at the University with mandatory periods of industrial training and professional practice at the enterprise (organization) with the provision of jobs with equal responsibility of the enterprise (organization) and the University.

5.2 The introduction of elements of dual education at the University is intended to ensure that the level of personnel training approaches the needs of economic sectors and employers, strengthening the connections between education and production, and successful employment of graduates.

5.3 Implementation, organization and quality control of the educational process implemented with elements of dual education, is carried out by the University departments.

5.4 Coordination of the activities of the University departments is carried out by the Department of Academic Affairs and the Career Development Center.

## **6 Purpose and main tasks of the dual education system**

6.1 The purpose of the dual education system is to improve professional training; bringing the level of personnel training closer to the needs of employers; strengthening the connection between training and production.

6.2 The tasks of the dual education system are as follows:

6.2.1 training of specialists in accordance with the needs of the labor market, dynamics and prospects for the development of economic sectors;

6.2.2 improving social partnership;

6.2.3 changing and qualitative updating of the content and structure of educational programs, taking into account the demands of industrial and innovative development of economic sectors;

6.2.4 ensuring social partners participation in the development of educational

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programs and organization of the educational process at the enterprise/organization, quality control and assessment of the professional training of students;

6.2.5 ensuring interconnection, interpenetration and mutual influence of various systems (science and education, education and production) in order to ensure the quality of education;

6.2.6 forming the conditions for the transfer of professional experience to students in real production conditions;

6.2.7 promoting the employment of University graduates.

## **7 Organization of the educational process with the use of the dual training elements**

7.1 The dual education system involves the direct participation of partner enterprises/organizations in the educational process of the University.

7.2 The dual education system consists of two phases: theoretical and practical. Theoretical training is organized in classrooms and laboratories of the University, and practical training is organized at the workplaces of partner enterprises/organizations.

7.3 The educational process under the dual education system at the bases of partner enterprises/organizations is organized in parallel with classes at the University.

7.4 Planning the educational process with elements of dual training is carried out in accordance with the credit technology of education.

7.5 The University provides the educational process in full with information sources: textbooks, educational and teaching aids and developments in academic disciplines, guidelines for organizing students' independent work, electronic textbooks, access to online educational resources. The partner company/organization provides jobs for vocational training.

7.6 The University compiles a list of partner enterprises/organizations with which there are agreements on the joint implementation of elements of dual training.

7.7 Mandatory components of the content of the dual education system are agreed upon with the partner enterprise/organization:

7.7.1 bilateral agreement on the implementation of a dual education system (University - Enterprise) (in the form in accordance with Appendix A);

7.7.2 tripartite agreement on the implementation of a dual education system (University – Enterprise – Student) (in the form in accordance with Appendix B).

On the basis of dual training agreements, an enterprise (organization) assigns a mentor to students to supervise industrial training and professional practice from among the enterprise's employees.

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7.7.3 plan for joint activities with the enterprise (in the form in accordance with Appendix B);

7.7.4 educational program;

7.7.5 working curriculum.

7.8 In the agreement on the dual education system, the University and the enterprise, by mutual agreement, determine a specific list of components of the dual training system. The components determined by agreement between the University and the partner enterprise/organization include the following:

7.8.1 provision of jobs for vocational training;

7.8.2 assigning a mentor to students at the training enterprise (production);

7.8.3 providing comprehensive practical assistance to the University in forming the necessary conditions for the formation of in-demand competencies of a future specialist;

7.8.4 familiarizing students with the forms of organizing and stimulating labor in market economic conditions, with new equipment and production technologists, with advanced labor methods;

7.8.5 timely provision of students with technical documentation, materials, parts, structures, tools, devices, equipment, etc.;

7.8.6 assisting the University teachers in developing specific practice-oriented tasks for students, taking into account the enterprise development plan and increasing labor productivity;

7.8.7 providing healthy and safe working conditions for the University students in accordance with the rules and regulations on labor protection and requirements for the professional training of qualified personnel;

7.8.8 monitoring the quality of work performed by students, conducting introductory briefings with them in the manner established by regulatory documents;

7.8.9 participation of a representative of the partner enterprise/organization in the final certification of the University students;

7.8.10 organizing internships for the University teachers at enterprises;

7.8.11 attracting personnel from enterprises to give lectures in special disciplines at the University;

7.8.12 involving representatives of the partner enterprise/organization in revising the topics of students' research work, taking into account the needs of practice;

7.9 When introducing elements of dual training at the University, up to 40% of the educational material of the discipline must be mastered directly on the job. At the same time, the University class schedule indicates the name of the discipline in which dual training is carried out, the mentor full name and the name of the partner enterprise on the basis of which industrial training is carried out.

7.10 Payment to specialists (mentors) in production for training students is made according to the price list approved by the collegial body.

7.11 When organizing the educational process with elements of dual training:

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#### **7.11.1 Head of the department solves the issues on the following:**

- identifying and selecting a partner enterprise (organization) with which it is jointly planned to introduce elements of dual training;
- concluding bilateral and trilateral agreements with the partner company in the prescribed form;
- issuing an order on the implementation of elements of dual training, indicating the name of the discipline, the educational program in which dual training is being implemented, the course of students, the language of instruction, the full name of the teacher assigned to the enterprise, his position (in accordance with Appendix D).

An order on the introduction of elements of dual education is issued no less than 14 days before starting the academic period during which dual education is implemented;

- drawing up a memo indicating the discipline in which the elements of dual education, educational program, semester, course, language of instruction will be implemented - to include relevant information in the class schedule. The memo is endorsed by the dean of the faculty, the director of the department of academic affairs;
- monitoring the learning process and student assessment results (together with the advisor);
- organizing the conclusion of an agreement for the provision of paid services, the formation of a package of documents, the execution of a certificate of completion of work and the provision (no later than 30 working days from the end of the academic period in which the elements of dual training were implemented) of these documents for approval to the head of the legal department, a specialist in economic planning department, Member of the Board – Vice-Rector for Academic Affairs. Providing documents signed by the Chairman of the Board - Rector to the accounting department for payment;
- preparing and coordinating with the dean of the faculty a report on the results of implementing elements of dual education.

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#### 7.11.2 Registrar Office:

- based on the memo from the head of the department, draws up a schedule of classes indicating the name of the discipline in which dual training is carried out, the full name of the mentor and the name of the partner enterprise on the basis of which industrial training is carried out;
- issues examination papers.

#### 7.11.3 Department for Academic Affairs:

- prepares and updates the regulatory framework for the implementation of elements of dual education;
- prepares, annually updates and posts on the University website a list of enterprises/organizations - partners with which there are agreements on the joint implementation of elements of dual education;
- coordinates the issues of timely issuance of orders and preparation of reporting documentation by departments;
- organizes and conducts an audit of the compliance of the process of implementing elements of dual education at the University with the main regulatory and legal documentation;
- if needed, forms working groups with the involvement of employees of structural divisions and leading teachers of the University.

## 8 Coordination and implementation

8.1 The Regulation is agreed upon by a Member of the Board - Vice-Rector for Academic Affairs, the Quality Management Representative, with the Director of the DAA, the Head of the Legal Department and is drawn up in the Coordination Sheet (Appendix D);

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

## 9 Ensuring accessibility

9.1 Providing departments and divisions with working copies of the Regulation on the Dual Education System is carried out by posting them on the University website;

9.2 The information of updating documents is posted on the University website in accordance with DP X-01-2022.



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## **10 Safekeeping**

10.1 The original of this Regulation is kept in the CQM&A.

10.2 These Regulations are stored in accordance with DP X-01-2022.

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

## **11 Analyzing and updating**

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

## **12 Amendments to the document**

12.1 Amendments to the original and recorded working copies are made in accordance with the requirements of DP X-01-2022.

12.2 The head of the CDC is responsible for making amendments to the original and recorded working copies.

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## Appendix A

F. RTA V-01-2022-01

### Form of a bilateral agreement on the implementation of elements of dual training

<p align="center"><b>AGREEMENT No. _____</b> on conducting professional practice at Abylkas Saginov Karaganda Technical University NJSC</p> <p>Karaganda _____ 20__</p> <p>Non-profit joint-stock company Abylkas Saginov Karaganda Technical University hereinafter referred to as the University, represented by the Executive Director Aristotel Zeinullinovich Issagulov, acting on the basis of power of attorney No. 19.4/856 dated April 1, 2022, and _____ hereinafter referred to as Enterprises/institution, represented by Director _____, acting on the basis of the Charter/Regulations, on the other hand, referred together to as the Parties, in order to develop further cooperation in the field of improving the quality of practical training of the University Students and introducing a dual education system, have concluded this Agreement (hereinafter referred to as the Agreement) on the following :</p>	<p align="center"><b>ДОГОВОР № _____</b> на проведение профессиональной практики НАО «Карагандинский технический университет имени Абылкаса Сагинова»</p> <p>г. Караганда «__» _____ 20__ г.</p> <p>Некоммерческое акционерное общество «Карагандинский технический университет имени Абылкаса Сагинова», именуемое в дальнейшем «Университет» в лице Исполнительного директора Исагулова Аристотеля Зейнуллиновича, действующего на основании доверенности № 19.4/856 от 01 апреля 2022 года, и далее «Предприятия/учреждение» в лице Директора _____, действующего на основании Устава/Положения, с другой стороны, совместно именуемые «Стороны», в целях дальнейшего развития сотрудничества в области повышения качества практической подготовки Обучающихся университета и внедрения дуальной системы обучения заключили настоящий Договор (далее по тексту - Договор) о нижеследующем:</p>
<p align="center"><b>1. SUBJECT OF THE AGREEMENT</b></p> <p><b>1.1</b> The Parties undertake to jointly organize and carry out professional internships using elements of dual training (hereinafter referred to as the Practice) for full-time University students studying under the educational program _____.</p> <p><b>1.2</b> In this Agreement, the Parties in their relationships are guided by the State Compulsory Education Standard for all levels of education, the Regulations on Professional Practice and the Regulations on the Dual Education System.</p>	<p align="center"><b>1. ПРЕДМЕТ ДОГОВОРА</b></p> <p><b>1.1</b> Стороны обязуются совместно организовывать и осуществлять прохождение профессиональных практик с применением элементов дуального обучения (далее – Практика) в отношении Обучающихся университета очной формы обучения по образовательной программе _____.</p> <p><b>1.2</b> В настоящем договоре Стороны в своих взаимоотношениях руководствуются Государственным общеобязательным стандартом образования всех уровней образования, Положением о профессиональной практике и Положением о дуальной системе образования.</p>
<p align="center"><b>2. RIGHTS AND OBLIGATIONS OF THE PARTIES</b></p> <p><b>2.1 The University is obliged:</b></p> <p>2.1.1 To send Students to the Enterprise/Institution for professional practice using elements of dual training (hereinafter referred to as Practice);</p> <p>2.1.2 To assign each group of Study Leaders an Internship from the University and ensure that the Students are accompanied by leaders to the Enterprise/institution on the first day of practice;</p> <p>2.1.3 To familiarize Students with their duties, rights and responsibilities;</p> <p>2.1.4 To agree with the enterprise on the Plan of joint activities for the implementation of the Practice (hereinafter referred to as the Plan) in accordance with the Program;</p> <p>2.1.5 One month before the start of the Practice, to send to the</p>	<p align="center"><b>2. ПРАВА И ОБЯЗАННОСТИ СТОРОН</b></p> <p><b>2.1 Университет обязуется</b></p> <p>2.1.1 Направить на Предприятие/учреждение Обучающихся для прохождения профессиональной практики с применением элементов дуального обучения (далее – Практика);</p> <p>2.1.2 Назначить каждой группе Обучающихся руководителей Практики от Университета и обеспечить сопровождение Обучающихся руководителями на Предприятие/учреждение в первый день практики;</p> <p>2.1.3 Ознакомить Обучающихся с его обязанностями, правами и ответственностью;</p> <p>2.1.4 Согласовать с предприятием План совместной деятельности по реализации Практики (далее – План) в соответствии с Программой;</p>

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<p>Enterprise/institution a list of Students, a plan of joint activities and additional information at the request of the Enterprise/institution;</p> <p>2.1.6 To ensure that Students comply with labor discipline and internal regulations mandatory for employees of this enterprise;</p> <p>2.1.7 To provide methodological assistance to employees of the Enterprise/institution in organizing the Practice;</p> <p>2.1.8 If necessary, to provide the Enterprise/institution with information about the educational achievements of Students;</p> <p>2.1.9 To provide Students with professional practice diaries, issue individual assignments for completing the Practice program;</p> <p>2.1.10 To take part in the investigation of accidents that occurred with the participation of Students during the internship;</p> <p>2.1.11 To monitor the internship of students at the Enterprise/institution.</p> <p><b>2.2 The University has the right:</b></p> <p>2.2.1 To terminate the Agreement unilaterally in case of unauthorized termination of training, leaving for a second year of study, or expulsion of Students in the manner determined by the current legislation of the Republic of Kazakhstan.</p> <p><b>2.3 The Enterprise/Institution is obliged:</b></p> <p>2.3.1 To appoint someone responsible for organizing and conducting the Students' Practice from among the managers of the enterprise;</p> <p>2.3.2 To provide students with conditions for safe internship at the enterprise (with mandatory instructions on safety and labor protection) and, if necessary, provide training in safe work methods;</p> <p>2.3.3 To consider the Candidates of Students for employment in accordance with the acquired specialty if there is a corresponding vacancy;</p> <p>2.3.4 To provide the University, in accordance with the academic calendar, with jobs for students to undergo internship;</p> <p>2.3.5 No to allow Students being engaged in practical activities not provided for by the Plan and not related to the content of the Students' educational program;</p> <p>2.3.6 To ensure the provision of qualified specialists to conduct internships for students in departments (departments, workshops, laboratories, etc.).</p> <p>2.3.7 To report to the University about all cases of violation by Students of labor discipline and internal regulations of the enterprise;</p> <p>2.3.8 To form the needed conditions for Students to complete the Program at the enterprise, providing access to the production and technical base, resources and documentation necessary for Students to successfully master the Program and complete individual assignments, with the exception of information that is a secret protected by law;</p> <p>2.3.9 To ensure the completeness and timeliness of filling out the student's professional internship diary (marks on completion of work, comments and suggestions, final assessment, characteristics);</p> <p>2.3.10 To monitor the Students' visits to the Practice facilities;</p> <p>2.3.11 If the Company, for any reason, is unable to accept</p>	<p>2.1.5 За месяц до начала Практики направлять на Предприятие/учреждение списочный состав Обучающихся, план совместной деятельности и дополнительную информацию по запросу Предприятия/учреждения;</p> <p>2.1.6 Обеспечить соблюдение Обучающимися трудовой дисциплины, правил внутреннего распорядка, обязательных для работников данного предприятия;</p> <p>2.1.7 Оказывать работникам Предприятия/учреждения методическую помощь в организации Практики;</p> <p>2.1.8 При необходимости предоставлять Предприятию/учреждению сведения об учебных достижениях Обучающихся;</p> <p>2.1.9 Обеспечить Обучающихся дневниками прохождения профессиональных практик, выдать индивидуальные задания для выполнения программы Практики;</p> <p>2.1.10 Принимать участие в расследовании несчастных случаев, произошедших с участием Обучающихся в период прохождения Практики;</p> <p>2.1.11 Осуществлять контроль за прохождением Практики Обучающихся на Предприятии/учреждении.</p> <p><b>2.2 Университет имеет право:</b></p> <p>2.2.1 Расторгнуть Договор в одностороннем порядке при самовольном прекращении обучения, оставлении на повторный год обучения, при отчислении Обучающихся в порядке, определенном действующим законодательством Республики Казахстан.</p> <p><b>2.3 Предприятие/учреждение обязуется:</b></p> <p>2.3.1 Назначить ответственного за организацию и проведение Практики Обучающихся из числа руководителей предприятия;</p> <p>2.3.2 Обеспечить Обучающимся условия безопасного прохождения Практики на предприятии (с проведением обязательных инструктажей по технике безопасности и охране труда) и в необходимых случаях проводить обучение безопасным методам труда;</p> <p>2.3.3 Рассмотреть кандидатуры Обучающихся для принятия на работу в соответствии с полученной специальностью при наличии соответствующей вакансии;</p> <p>2.3.4 Предоставить Университету в соответствии с академическим календарем рабочие места для прохождения Практики Обучающихся;</p> <p>2.3.5 Не допускать Обучающихся к практической деятельности, не предусмотренной Планом, и не имеющей отношения к содержанию образовательной программы Обучающихся;</p> <p>2.3.6 Обеспечить предоставление квалифицированных специалистов для проведения Практики Обучающихся в подразделениях (отделах, цехах, лабораториях и так далее).</p> <p>2.3.7 Сообщать в Университет обо всех случаях нарушения Обучающимися трудовой дисциплины и правил внутреннего распорядка предприятия;</p> <p>2.3.8 Создать необходимые условия для выполнения Обучающимися Программы на предприятии с предоставлением доступа к производственно-технической базе, ресурсам и документации, необходимой для успешного освоения Обучающимися Программы и выполнения индивидуальных заданий, за исключением информации, составляющей охраняемую законом тайну;</p> <p>2.3.9 Обеспечить полноту и своевременность заполнения дневника прохождения профессиональных практик Обучающихся (отметка о выполнении работ, замечания и</p>
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<p>Students for internship, to inform the University at least 1 week before the start of the internship;</p> <p>2.3.12 To bear responsibility for accidents with Students at the Enterprise/institution.</p> <p><b>2.4 The Enterprise/Institution has the right:</b></p> <p>2.4.1 To participate in the development of the Program in accordance with new technologies and changed conditions of the production process;</p> <p>2.4.2 To offer topics for term works and dissertations in accordance with the needs of the enterprise;</p> <p>2.4.3 To take part in the final certification of Students;</p> <p>2.4.4 To monitor the implementation of the Plan by Students;</p> <p>2.4.5 To request the information of the current progress of Students.</p>	<p>предложения, итоговая оценка, характеристика);</p> <p>2.3.10 Вести контроль посещения Обучающимися объектов Практики;</p> <p>2.3.11 В случае, если Предприятие по каким - либо причинам не сможет принять Обучающихся для прохождения Практики, сообщить Университету минимум за 1 неделю до начала практики;</p> <p>2.3.12 Нести ответственность за несчастные случаи с Обучающимися на Предприятии/учреждении.</p> <p><b>2.4 Предприятие/учреждение имеет право:</b></p> <p>2.4.1 Участвовать в разработке Программы в соответствии с новыми технологиями и изменившимися условиями производственного процесса;</p> <p>2.4.2 Предлагать темы курсовых и дипломных работ в соответствии с потребностями предприятия;</p> <p>2.4.3 Принимать участие в итоговой аттестации Обучающихся;</p> <p>2.4.4 Осуществлять контроль за выполнением Обучающимися Плана;</p> <p>2.4.5 Запрашивать информацию о текущей успеваемости Обучающихся.</p>
<p><b>3. RESPONSIBILITY OF THE PARTIES</b></p> <p><b>3.1</b> For failure to fulfill or improper fulfillment of their obligations under this Agreement, the parties bear responsibility established by the current legislation of the Republic of Kazakhstan.</p> <p><b>3.2</b> The parties are released from liability for failure to fulfill obligations under this Agreement if this was a consequence of force majeure circumstances.</p>	<p><b>3. ОТВЕТСТВЕННОСТЬ СТОРОН</b></p> <p><b>3.1</b> За неисполнение, либо ненадлежащее исполнение своих обязанностей, предусмотренных настоящим Договором, стороны несут ответственность, установленную действующим законодательством Республики Казахстан.</p> <p><b>3.2</b> Стороны освобождаются от ответственности за неисполнение обязательств по настоящему Договору, если это явилось следствием обстоятельств непреодолимой силы.</p>
<p><b>4. PROCEDURE FOR SETTLEMENT OF DISPUTES</b></p> <p><b>4.1</b> Disagreements and disputes arising during the implementation of this Agreement are resolved directly by the parties in order to develop mutually acceptable solutions.</p> <p><b>4.2</b> The issues not resolved by the parties through negotiations and the development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.</p>	<p><b>4. ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ</b></p> <p><b>4.1</b> Разногласия и споры, возникающие в процессе выполнения настоящего Договора, разрешаются непосредственно сторонами в целях выработки взаимоприемлемых решений.</p> <p><b>4.2</b> Вопросы, не разрешенные сторонами путем переговоров, выработки взаимоприемлемых решений, разрешаются в соответствии с действующим законодательством Республики Казахстан.</p>
<p><b>5. VALIDITY PERIOD, PROCEDURE FOR CHANGING TERMS OF THE AGREEMENT AND ITS TERMINATION</b></p> <p><b>5.1</b> This agreement comes into force from the date of its signing by the Parties and is valid until _____.</p> <p><b>5.2</b> The terms of this Agreement may be changed and supplemented by mutual written agreement of the Parties.</p> <p><b>5.3</b> The Parties may terminate the Agreement early by sending a notice to the Parties 30 days before the date of early termination.</p> <p><b>5.4</b> This agreement is concluded in two copies, one copy for each Party, having equal legal force.</p>	<p><b>5. СРОК ДЕЙСТВИЯ, ПОРЯДОК ИЗМЕНЕНИЯ УСЛОВИЙ ДОГОВОРА И ЕГО РАСТОРЖЕНИЕ</b></p> <p><b>5.1</b> Настоящий договор вступает в силу со дня его подписания Сторонами и действует до _____.</p> <p><b>5.2</b> Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению Сторон.</p> <p><b>5.3</b> Стороны могут досрочно расторгнуть Договор путем направления уведомления Сторонам за 30 дней до даты досрочного расторжения.</p> <p><b>5.4</b> Настоящий договор заключается в двух экземплярах по одному экземпляру для каждой Стороны, имеющих одинаковую юридическую силу.</p>

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<p style="text-align: center;"><b>6. LEGAL ASSRESSES</b></p> <p><b>The University:</b></p> <p><b>Abylkas Saginov Karaganda Technical University NJSC</b>  <b>НАО «Карагандинский технический университет имени</b>  <b>Абылкаса Сагинова»</b></p> <p>100027, Karaganda,  N. Nazarbayev Ave., No. 56  Tel./fax +7 (7212) 56-95-05/  56-03-28</p> <p><b>Атқарушы директор</b>  <b>Executive Director</b></p> <p>_____ <b>Issagulov A.Z.</b>  Signature/Подпись</p> <p>SEAL/ место печати</p>	<p style="text-align: center;"><b>6. ЮРИДИЧЕСКИЕ АДРЕСА</b></p> <p style="text-align: center;"><b>Enterprise/Предприятие:</b></p> <p>_____  _____  _____  (name of the Enterprise)  _____  _____  _____  (legal address)</p> <p><b>Cont. Tel. number</b> _____</p> <p><b>Position</b></p> <p>_____ <b>Name of the Head</b>  _____  Signature/Подпись</p> <p>SEAL/ место печати</p>
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## Appendix B

F. RTA V-01-2022-02

### Form of a tripartite agreement on the implementation of elements of dual training

<p align="center"><b>AGREEMENT No. _____</b> on conducting professional practice at Abylkas Saginov Karaganda Technical University NJSC</p> <p>Karaganda _____ 20__</p> <p>Non-profit joint-stock company Abylkas Saginov Karaganda Technical University hereinafter referred to as the University, represented by the Executive Director Aristotel Zeinullinovich Issagulov, acting on the basis of power of attorney No. 19.4/856 dated April 1, 2022, and _____ hereinafter referred to as Enterprises/institution, represented by Director _____, acting on the basis of the Charter/Regulations, on the other hand, _____ and _____ citizen _____ hereinafter referred to as the Student, on the third party, collectively referred to as the Parties, in order to further develop cooperation in the field of improving the quality of practical training of University Students and the introduction of a dual education system, have concluded this Agreement (hereinafter referred to as text - Agreement) on the following:</p>	<p align="center"><b>ДОГОВОР № _____</b> на проведение профессиональной практики НАО «Карагандинский технический университет имени Абылкаса Сагинова»</p> <p>г. Караганда «__» _____ 20__ г.</p> <p>Некоммерческое акционерное общество «Карагандинский технический университет имени Абылкаса Сагинова», именуемое в дальнейшем «Университет» в лице Исполнительного директора Исагулова Аристотеля Зейнуллиновича, действующего на основании доверенности № 19.4/856 от 01 апреля 2022 года, и далее «Предприятия/учреждение» в лице Директора _____, действующего на основании Устава/Положения, с другой стороны и гражданином(кой) _____ именуемым (ой) в дальнейшем «Обучающийся», с третьей стороны, совместно именуемые «Стороны», в целях дальнейшего развития сотрудничества в области повышения качества практической подготовки Обучающихся университета и внедрения дуальной системы обучения заключили настоящий Договор (далее по тексту - Договор) о нижеследующем:</p>
<p align="center"><b>1. SUBJECT OF THE AGREEMENT</b></p> <p><b>1.1</b> The Parties undertake to jointly organize and carry out professional internships using elements of dual training (hereinafter referred to as the Practice) for full-time University students studying under the educational program _____.</p> <p><b>1.2</b> In this agreement, the Parties in their relationships are guided by the State Compulsory Education Standard for all levels of education, the Regulations on Professional Practice and the Regulations on the Dual Education System.</p> <p><b>1.3</b> The Student masters the Program on the basis of the Enterprise/institution for the formation of key and professional competencies that allow them to competently perform production functions and tasks.</p>	<p align="center"><b>1. ПРЕДМЕТ ДОГОВОРА</b></p> <p><b>1.1</b> Стороны обязуются совместно организовывать и осуществлять прохождение профессиональных практик с применением элементов дуального обучения (далее – Практика) в отношении Обучающихся университета очной формы обучения по образовательной программе _____.</p> <p><b>1.2</b> В настоящем договоре Стороны в своих взаимоотношениях руководствуются Государственным общеобязательным стандартом образования всех уровней образования, Положением о профессиональной практике и Положением о дуальной системе образования.</p> <p><b>1.3</b> Обучающийся осваивает на Базе Предприятия/учреждения Программу для формирования ключевых и профессиональных компетенций, позволяющих квалифицированно выполнять производственные функции и задачи.</p>
<p align="center"><b>2.</b></p> <p align="center"><b>3. RIGHTS AND OBLIGATIONS OF THE PARTIES</b></p> <p><b>2.1 The University is obliged:</b> 2 TO Send to Enterprise/Institution</p>	<p align="center"><b>2. ПРАВА И ОБЯЗАННОСТИ СТОРОН</b></p> <p><b>2.1 Университет обязуется:</b> 2.1.1 Направить на Предприятие/учреждение</p>

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<p>2.1.2 Students to undergo professional practice using elements of dual training (hereinafter referred to as Practice);</p> <p>2.1.3 To assign each group of Study Leaders an Internship from the University and ensure that the Students are accompanied by leaders to the Enterprise/institution on the first day of practice;</p> <p>2.1.4 To familiarize Students with their duties, rights and responsibilities;</p> <p>2.1.5 To agree with the enterprise on the Plan of joint activities for the implementation of the Practice (hereinafter referred to as the Plan) in accordance with the Program;</p> <p>2.1.6 One month before the start of the Practice, to send to the Enterprise/institution a list of Students, a plan of joint activities and additional information at the request of the Enterprise/institution;</p> <p>2.1.7 To ensure that Students comply with labor discipline and internal regulations mandatory for employees of this enterprise;</p> <p>2.1.8 To provide methodological assistance to employees of the Enterprise/institution in organizing the Practice;</p> <p>2.1.9 If necessary, to provide the Enterprise/institution with information about the educational achievements of Students;</p> <p>2.1.10 To provide Students with professional practice diaries, issue individual assignments for completing the Practice program;</p> <p>2.1.11 To take part in the investigation of accidents that occurred with the participation of Students during the internship period;</p> <p>2.1.12 To monitor the internship of students at the Enterprise/institution.</p> <p><b>2.2 The University has the right:</b></p> <p>2.2.1 To terminate the Agreement unilaterally in case of unauthorized termination of training, leaving for a second year of study, or expulsion of Students in the manner determined by the current legislation of the Republic of Kazakhstan.</p> <p><b>2.3 The Enterprise/institution undertakes:</b></p> <p>2.3.1 To appoint someone responsible for organizing and conducting the Students' Practice from among the managers of the enterprise;</p> <p>2.3.2 To provide students with conditions for safe internship at the enterprise (with mandatory instructions on safety and labor protection) and, if necessary, provide training in safe work methods;</p> <p>2.3.3 To consider the Candidates of Students for employment in accordance with the acquired specialty if there is a corresponding vacancy;</p> <p>2.3.4 To provide the University, in accordance with the academic calendar, with jobs for students to undergo internship;</p> <p>2.3.5 Not to allow Students to engage in practical activities not provided for by the Plan and not related to the content of the Students' educational program;</p> <p>2.3.6 To ensure the provision of qualified specialists to conduct internships for students in departments (departments, workshops, laboratories, etc.).</p> <p>2.3.7 To report to the University about all cases of violation by Students of labor discipline and internal regulations of the enterprise;</p> <p>2.3.8 To form the necessary conditions for Students to complete the Program at the enterprise, providing access to the production and technical base, resources and documentation necessary for</p>	<p>2.1.2 Обучающихся для прохождения профессиональной практики с применением элементов дуального обучения (далее – Практика);</p> <p>2.1.3 Назначить каждой группе Обучающихся руководителей Практики от Университета и обеспечить сопровождение Обучающихся руководителями на Предприятие/учреждение в первый день практики;</p> <p>2.1.4 Ознакомить Обучающихся с его обязанностями, правами и ответственностью;</p> <p>2.1.5 Согласовать с предприятием План совместной деятельности по реализации Практики (далее – План) в соответствии с Программой;</p> <p>2.1.6 За месяц до начала Практики направлять на Предприятие/учреждение списочный состав Обучающихся, план совместной деятельности и дополнительную информацию по запросу Предприятия/учреждения;</p> <p>2.1.7 Обеспечить соблюдение Обучающимися трудовой дисциплины, правил внутреннего распорядка, обязательных для работников данного предприятия;</p> <p>2.1.8 Оказывать работникам Предприятия/учреждения методическую помощь в организации Практики;</p> <p>2.1.9 При необходимости предоставлять Предприятию/учреждению сведения об учебных достижениях Обучающихся;</p> <p>2.1.10 Обеспечить Обучающихся дневниками прохождения профессиональных практик, выдать индивидуальные задания для выполнения программы Практики;</p> <p>2.1.11 Принимать участие в расследовании несчастных случаев, произошедших с участием Обучающихся в период прохождения Практики;</p> <p>2.1.12 Осуществлять контроль за прохождением Практики Обучающихся на Предприятии/учреждении.</p> <p><b>2.2 Университет имеет право:</b></p> <p>2.2.1 Расторгнуть Договор в одностороннем порядке при самовольном прекращении обучения, оставлении на повторный год обучения, при отчислении Обучающихся в порядке, определенном действующим законодательством Республики Казахстан.</p> <p><b>2.3 Предприятие/учреждение обязуется:</b></p> <p>2.3.1 Назначить ответственного за организацию и проведение Практики Обучающихся из числа руководителей предприятия;</p> <p>2.3.2 Обеспечить Обучающимся условия безопасного прохождения Практики на предприятии (с предоставлением обязательных инструктажей по технике безопасности и охране труда) и в необходимых случаях проводить обучение безопасным методам труда;</p> <p>2.3.3 Рассмотреть кандидатуры Обучающихся для принятия на работу в соответствии с полученной специальностью при наличии соответствующей вакансии;</p> <p>2.3.4 Предоставить Университету в соответствии с академическим календарем рабочие места для прохождения Практики Обучающихся;</p> <p>2.3.5 Не допускать Обучающихся к практической деятельности, не предусмотренной Планом, и не имеющей отношения к содержанию образовательной программы Обучающихся;</p> <p>2.3.6 Обеспечить предоставление квалифицированных специалистов для проведения Практики Обучающихся в подразделениях (отделах, цехах, лабораториях и так далее).</p> <p>2.3.7 Сообщать в Университет обо всех случаях</p>
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<p>Students to successfully master the Program and complete individual assignments, with the exception of information that is a secret protected by law;</p> <p>2.3.9 To ensure the completeness and timeliness of filling out the student's professional internship diary (marks on completion of work, comments and suggestions, final assessment, characteristics);</p> <p>2.3.10 To monitor the Students' visits to the Practice facilities;</p> <p>2.3.11 If the Company, for any reason, is unable to accept Students for internship, to inform the University at least 1 week before the start of the internship;</p> <p>2.3.12 To bear responsibility for accidents with Students at the Enterprise/institution.</p> <p><b>2.4 The Enterprise/Institution has the right:</b></p> <p>2.4.1 To participate in the development of the Program in accordance with new technologies and changed conditions of the production process;</p> <p>2.4.2 To offer topics for coursework and dissertations in accordance with the needs of the enterprise;</p> <p>2.4.3 To take part in the final certification of Students;</p> <p>2.4.4 To monitor the implementation of the Plan by Students;</p> <p>2.4.5 To request information about the current progress of Students.</p> <p><b>2.5. The Student is obliged:</b></p> <ol style="list-style-type: none"> <li>1) to execute the Plan in accordance with this Agreement;</li> <li>2) to comply with labor discipline, internal regulations, safety rules and production regulations at the place of internship, mandatory for employees of the enterprise;</li> <li>3) to treat equipment, instruments, documentation and other property of the Enterprise with care;</li> <li>4) to strictly observe and implement the Plan;</li> <li>5) to keep a diary of professional internships, complete individual tasks in a timely manner to master the internship program;</li> <li>6) to arrive at the Enterprise on time to complete the Internship;</li> <li>7) in case of illness or other valid reasons for absence from classes, to provide the head of the department and the manager from the enterprise with supporting documents (medical certificates, summonses, explanatory notes, etc.);</li> <li>8) not to disclose confidential information about the Company during the internship and after its completion.</li> </ol> <p><b>2.6 The Student has the right:</b></p> <ol style="list-style-type: none"> <li>1) to use the necessary production and technical base, resources and documentation in agreement with the manager appointed from the Enterprise;</li> <li>2) for compensation for harm caused to health during the internship at the Enterprise;</li> <li>3) after completing the Internship and successfully passing the final certification, to continue working on the acquired</li> </ol>	<p>нарушения Обучающимися трудовой дисциплины и правил внутреннего распорядка предприятия;</p> <p>2.3.8 Создать необходимые условия для выполнения Обучающимися Программы на предприятии с предоставлением доступа к производственно-технической базе, ресурсам и документации, необходимой для успешного освоения Обучающимися Программы и выполнения индивидуальных заданий, за исключением информации, составляющей охраняемую законом тайну;</p> <p>2.3.9 Обеспечить полноту и своевременность заполнения дневника прохождения профессиональных практик Обучающихся (отметка о выполнении работ, замечания и предложения, итоговая оценка, характеристика);</p> <p>2.3.10 Вести контроль посещения Обучающимися объектов Практики;</p> <p>2.3.11 В случае, если Предприятие по каким - либо причинам не сможет принять Обучающихся для прохождения Практики, сообщить Университету минимум за 1 неделю до начала практики;</p> <p>2.3.12 Нести ответственность за несчастные случаи с Обучающимися на Предприятии/учреждении.</p> <p><b>2.4 Предприятие/учреждение имеет право:</b></p> <p>2.4.1 Участвовать в разработке Программы в соответствии с новыми технологиями и изменившимися условиями производственного процесса;</p> <p>2.4.2 Предлагать темы курсовых и дипломных работ в соответствии с потребностями предприятия;</p> <p>2.4.3 Принимать участие в итоговой аттестации Обучающихся;</p> <p>2.4.4 Осуществлять контроль за выполнением Обучающимися Плана;</p> <p>2.4.5 Запрашивать информацию о текущей успеваемости Обучающихся.</p> <p><b>2.5 Обучающийся обязан:</b></p> <ol style="list-style-type: none"> <li>1) выполнять План в соответствии с настоящим Соглашением;</li> <li>2) соблюдать трудовую дисциплину, правила внутреннего распорядка, правила техники безопасности и производственный распорядок на месте прохождения Практики, обязательные для работников предприятия;</li> <li>3) бережно относиться к оборудованию, приборам, документации и другому имуществу Предприятия;</li> <li>4) строго соблюдать и выполнять План;</li> <li>5) вести дневник прохождения профессиональных практик, своевременно выполнять индивидуальные задания для освоения программы Практики;</li> <li>6) своевременно прибыть на Предприятие для прохождения Практики;</li> <li>7) в случае болезни и иных уважительных причин отсутствия на занятиях представить заведующему кафедрой и руководителю с предприятия подтверждающие документы (медицинские справки, повестки, объяснительные и пр.);</li> <li>8) не разглашать конфиденциальную информацию о Предприятии в процессе прохождения Практики и после её завершения.</li> </ol> <p><b>2.6 Обучающийся имеет право:</b></p> <ol style="list-style-type: none"> <li>1) пользоваться необходимой производственно-технической базой, ресурсами и документацией по согласованию с руководителем, назначенным от Предприятия;</li> <li>2) на возмещение вреда, причиненного здоровью в процессе прохождения Практики на Предприятии;</li> <li>3) после завершения Практики и успешного</li> </ol>
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qualifications at the Enterprise, if there is a vacancy.	прохождения итоговой аттестации продолжить работу по полученной квалификации на Предприятии, при наличии вакансии.
<p align="center"><b>3. RESPONSIBILITY OF THE PARTIES</b></p> <p>3.1 For failure to fulfill or improper fulfillment of their obligations under this Agreement, the parties bear responsibility established by the current legislation of the Republic of Kazakhstan.</p> <p>3.2 The parties are released from liability for failure to fulfill obligations under this Agreement if this was a consequence of force majeure circumstances.</p>	<p align="center"><b>3. ОТВЕТСТВЕННОСТЬ СТОРОН</b></p> <p><b>3.1</b> За неисполнение, либо ненадлежащее исполнение своих обязанностей, предусмотренных настоящим Договором, стороны несут ответственность, установленную действующим законодательством Республики Казахстан.</p> <p><b>3.2</b> Стороны освобождаются от ответственности за неисполнение обязательств по настоящему Договору, если это явилось следствием обстоятельств непреодолимой силы.</p>
<p align="center"><b>4.</b></p> <p align="center"><b>5. PROCEDURE FOR SETTLEMENT OF DISPUTES</b></p> <p>4.1 Disagreements and disputes arising during the implementation of this Agreement are resolved directly by the parties in order to develop mutually acceptable solutions.</p> <p>4.2 Issues not resolved by the parties through negotiations and the development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.</p>	<p align="center"><b>4. ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ</b></p> <p><b>4.1</b> Разногласия и споры, возникающие в процессе выполнения настоящего Договора, разрешаются непосредственно сторонами в целях выработки взаимоприемлемых решений.</p> <p><b>4.2</b> Вопросы, не разрешенные сторонами путем переговоров, выработки взаимоприемлемых решений, разрешаются в соответствии с действующим законодательством Республики Казахстан.</p>
<p align="center"><b>5. VALIDITY PERIOD, PROCEDURE FOR CHANGING TERMS OF THE AGREEMENT AND ITS TERMINATION</b></p> <p><b>5.1</b> This agreement comes into force from the date of its signing by the Parties and is valid until _____</p> <p>5.2 The terms of this Agreement may be changed and supplemented by mutual written agreement of the Parties.</p> <p>5.3 The Parties may terminate the Agreement early by sending a notice to the Parties 30 days before the date of early termination.</p> <p>5.4 This agreement is concluded in two copies, one copy for each Party, having equal legal force.</p>	<p align="center"><b>5. СРОК ДЕЙСТВИЯ, ПОРЯДОК ИЗМЕНЕНИЯ УСЛОВИЙ ДОГОВОРА И ЕГО РАСТОРЖЕНИЕ</b></p> <p><b>5.1</b> Настоящий договор вступает в силу со дня его подписания Сторонами и действует до _____</p> <p><b>5.2</b> Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению Сторон.</p> <p><b>5.3</b> Стороны могут досрочно расторгнуть Договор путем направления уведомления Сторонам за 30 дней до даты досрочного расторжения.</p> <p><b>5.4</b> Настоящий договор заключается в двух экземплярах по одному экземпляру для каждой Стороны, имеющих одинаковую юридическую силу.</p>

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<p><b>6. LEGAL ADDRESSES</b></p> <p><b>University:</b></p> <p><b>Abylkas saginov Karaganda Technical University</b></p> <p>100027, Karaganda, N. Nazarbayev Ave., No. 56 Tel./fax +7 (7212) 56-95-05/ 56-03-28</p> <p><b>Executive Director</b> <b>Исполнительный директор</b></p> <p>_____ Signature/Подпись <b>Issagulov A.Z.</b></p> <p>SEAL/ место печати</p>	<p><b>6. ЮРИДИЧЕСКИЕ АДРЕСА</b></p> <p><b>Enterprise/Предприятие:</b></p> <p>_____ _____ _____ (name of the Enterprise)</p> <p>_____ _____ (legal address)</p> <p><b>Cont. tel. number</b></p> <p>_____</p> <p><b>Position</b></p> <p>_____</p> <p><b>Name of the Head</b></p> <p>_____ Signature/Подпись</p> <p>SEAL/ место печати</p>	<p><b>Student:</b> <b>Обучающийся:</b></p> <p>_____ _____ (Surname, name, patronymic, if any in full)</p> <p>_____ (Date of birth, IIN, ID number, by whom and when issued)/ (дата рождения, ИИН, № уд.личности, когда и кем выдано)</p> <p>_____ _____ (home address, telephone number) (домашний адрес, телефон)</p> <p>_____ signature(подпись)</p> <p>_____ Legal representative/ Законный представитель</p> <p>_____ (Surname, name, patronymic if any) in full) (Фамилия, имя, отчество (при его наличии) полностью)</p> <p>_____ (date of birth, IIN, ID number, by whom and when issued) (дата рождения, ИИН, № уд.личности, когда и кем выдано)</p> <p>_____ (home address, telephone number) (домашний адрес, телефон)</p> <p>_____ signature (подпись)</p>
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## Appendix C

F. RTA V-01-2022-03

Form of a plan for joint activities with a training enterprise-partner in the  
implementation of elements of dual training

**AGREED**  
 Director of the enterprise/institution  
 \_\_\_\_\_Name  
 \_\_\_\_\_20\_\_

**APPROVED by**  
 the Faculty Council \_\_\_\_\_KTU  
 Chairman \_\_\_\_\_Name  
 \_\_\_\_\_20\_\_

Plan of joint activities with a training enterprise-partner in the implementation of  
elements of dual education for the 20\_– 20\_ academic year

Educational program:

Year:

Number of students:

No.	Content of work	Number of hours	Period of conducting	Note of exetuting

Head of the department

Name

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## Appendix D

F. RTA V-01-2022-04

Form of the order for implementation of the dual education system elements

On assigning enterprise-partner of  
dual training

In connection with implementation of the University educational process with the  
dual education elements,

### I ORDER:

To assign the following enterprises-partners and teachers from these enterprises  
to educational programs:

	<b>Name of the enterprise-partner</b>	<b>Educational program</b>	<b>Name and position of the teacher from the enterprise</b>

Grounds: internal notes of heads of departments.

Member of the Board – Vice-Rector for  
Academic Affairs

A.M. Temerbayeva

## F. 01-2022

[illegible]

## F. 02-2022

# Familiarization sheet

[illegible]