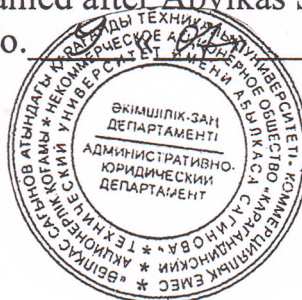


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Approved
By decision of the Board
NAO "Karaganda Technical
University"
named after Abylkas Saginov"
No. _____ 2024



POSITION

ABOUT THE INSTITUTE OF CONTINUOUS EDUCATION

PP 017-2024

Developed by: Head of INO
G.D. Aubakirov _____

Ex. No. _____

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Karaganda

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1 Scope of application

This Regulation establishes requirements for the administrative and legal assignment of the status of the organizational structure, functional responsibilities, powers (rights) and responsibility to the division.

This Regulation is mandatory for the guidance of all employees of the division in their work and is the basis for the development of job descriptions for managers and employees of the division.

The Regulation on the division is included in the set of documentation of the quality management system (hereinafter referred to as QMS) of the non-profit joint-stock company "Karaganda Technical University named after Abylkas Saginov" (hereinafter referred to as NAO "Karaganda Technical University named after Abylkas Saginov").

2 Normative references

This Regulation contains references to the following regulatory documents:

MS ISO 9000:2015 Quality management systems. Fundamentals and vocabulary.

MS ISO 9001:2015 Quality management systems. Requirements.

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

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

DP 16-2018 Quality management system. Documented procedures. Rules for the preparation of organizational and administrative documentation.

DP 23-2018 Quality management system. Documented procedures. Library information resources management.

DP V-01-2022 "Management of Documented Information"

3 Terms, definitions and abbreviations

In this Regulation, the terms, definitions and abbreviations used are in accordance with ST RK ISO 9000:2017 (ISO 9000:2015) "Quality management systems. Basic provisions and vocabulary":

- CMCA – center for quality management and accreditation;
- AYUD – administrative and legal department;
- DAV - Department of Academic Affairs;
- PPS - professorial and teaching staff;
- PP – regulations on the division;
- ND – regulatory documents;
- QMS – quality management system;
- YO – legal department.

4 General Provisions

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4.1 The Institute of Continuous Education (hereinafter referred to as ICE) is a scientific and educational structural subdivision of the NAO "Karaganda Technical University named after Abylkas Saginov", created in accordance with order No. 188 dated 01.10.2024.

4.2 In its activities, the INO is guided by the current legislation of the Republic of Kazakhstan, regulatory and methodological documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Charter of the NAO "Karaganda Technical University named after Abylkas Saginov", the Internal Regulations of the NAO "Karaganda Technical University named after Abylkas Saginov", orders of the Chairman of the Board - Rector and this Regulation.

4.3 The head of the INO is appointed and dismissed by order of the Chairman of the Board - Rector of the NAO "Karaganda Technical University named after Abylkas Saginov".

4.4 Substitution of the head during his/her absence is carried out on the basis of the order of the Chairman of the Board - Rector of the NAO "Karaganda Technical University named after Abylkas Saginov".

4.5 The Institute of Continuous Education reports to the Member of the Board - Vice-Rector for Strategic Development and Digitalization of the NAO "Karaganda Technical University named after Abylkas Saginov".

4.6 The reorganization and liquidation of the INO is carried out on the initiative of the NAO "Karaganda Technical University named after Abylkas Saginov" by order of the Chairman of the Board-Rector based on the decision of the Academic Council with an exhaustive justification of the reasons for closure in accordance with the legislation of the Republic of Kazakhstan.

5 Responsibility and authority

5.1 The head of the INO is responsible for the development of the Regulation on the INO, namely for its content, structure, design and implementation.

5.2 The Director of the AUD is responsible for the implementation and management of the processes specified in this Regulation.

5.3 The Regulation on the INO is approved by the Member of the Board - Vice-Rector for Strategic Development and Digitalization, the Director of the AUD, the Head of the South Branch, the Chairman of the Trade Union Committee of the Faculty and Employees and is drawn up in the "Approval Sheet" (Appendix A).

5.4 The Regulation on the International Educational Institution is approved by the decision of the Board of the NAO "Karaganda Technical University named after Abylkas Saginov".

6 Description of the procedure

6.1 The organizational structure of the Institute of Scientific Research is represented by the following staff positions: director, deputy director, methodologist,

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research fellow, translator.

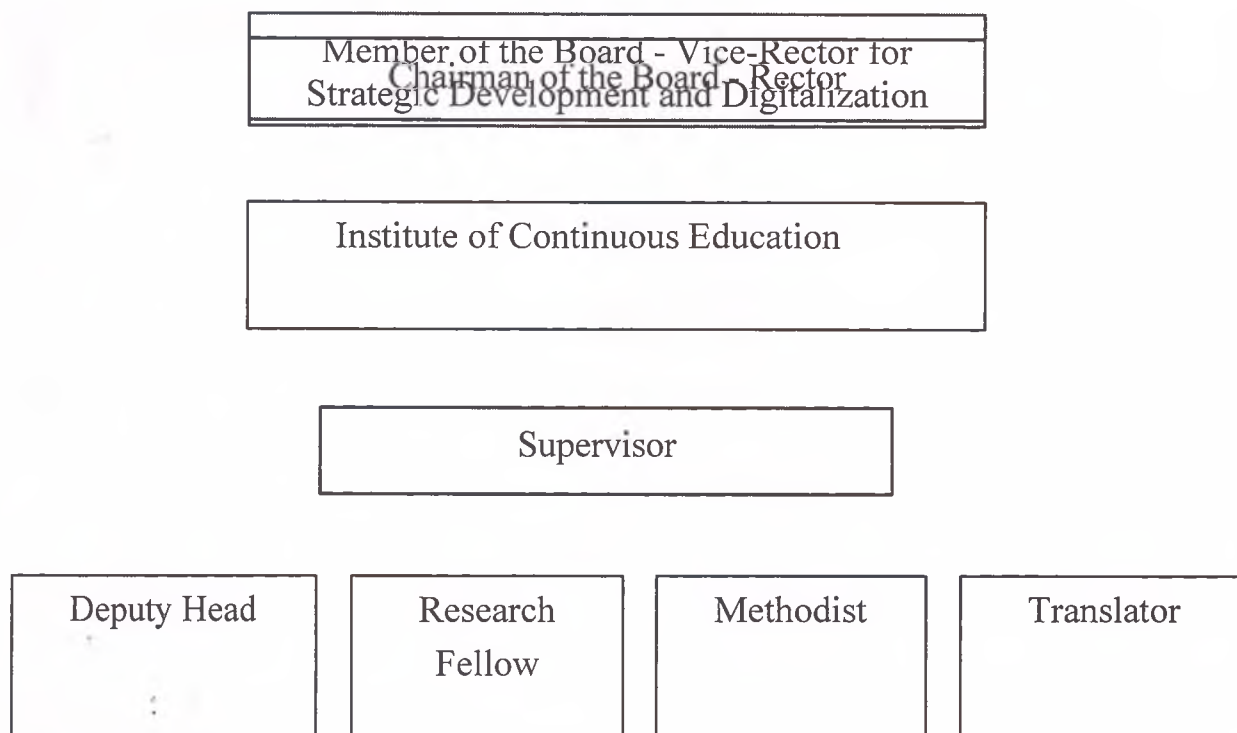


Fig. 1 – Structure of the Institute of Continuous Education

6.2 Main functions and tasks

6.2.1 The main functions of the INO are:

- improvement of the engineering and pedagogical potential of the teaching staff of the NAO "Karaganda Technical University named after Abylkas Saginov" to develop competent and competitive specialists;
- providing conditions for updating and deepening the knowledge of management personnel, production specialists and education workers in connection with the increased demands on the level of their professional training by the labor market and the need to master innovative technologies in the modern conditions of economic development of the republic;
- provision of educational and other services related to the study of Kazakh, Russian, English and other foreign languages to students, postgraduates, faculty and university staff, as well as third-party organizations and citizens on a contractual basis;
- providing the university's management and structural divisions with high-quality and timely translation of technical, scientific and other documentation, as well as translation services for meetings, negotiations, and accompanying delegations;
- implementation of the risk management process in the area of its activities, including the implementation of measures to:

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- identification, documentation, assessment and monitoring of risks based on changes in macroenvironmental factors;
- development of the Register and Map of risks and control of the INO, including proposals for control procedures and development of action plans to respond to risks with the aim of minimizing them with a clear indication of the main stages of their implementation and responsible persons based on an assessment of the effectiveness of current risk minimization measures or, in the absence of current measures;
- providing reports on identified and realized risks, including the necessary supporting information.

6.2.2 INO solves the following tasks:

- Areas of scientific research activity: organization and conduct of scientific research in the field of professional education;
- Areas of educational activity: implementation of advanced training for engineering and teaching staff; organization and holding of training seminars for the teaching staff of the NAO "Karaganda Technical University named after Abylkas Saginov";
- establishment and development of international scientific contacts, etc.;
- Implementation of activities aimed at the commercialization of additional educational services;
- ensuring the growth of educational services in the specialties of the NAO "Karaganda Technical University named after Abylkas Saginov";
- ensuring growth in the quality of the educational process based on the introduction of modern educational technologies, as well as taking into account market conditions and the requirements of consumers of educational services;
- assistance in the development of material, technical and laboratory facilities, provision of the educational process with modern laboratory equipment and computer technology;
- improving the level and quality of methodological support for the educational process in accordance with the requirements of the State Educational Standard of the Republic of Kazakhstan and consumer requirements;
- ensuring an increase in the number of students enrolled in relevant courses based on the division's advertising activities;
- assistance in increasing the activity and performance discipline of the teaching staff during advanced training courses;
- improving the level of language training of students, developing listening skills for speech on general, scientific and professional topics, developing speaking skills in the field of professional communication, improving oral and written translation skills, annotating and reviewing professional texts, teaching writing skills, including writing summaries, justifications, scientific research, conducting business and scientific correspondence in the state, Russian, English and other foreign languages;
- formation of groups for the study of Kazakh, Russian, English and other foreign languages for representatives of third-party organizations and foreigners with different levels of language proficiency;

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- providing third-party customers, including individual and corporate clients, with services for the translation of technical, scientific and other documentation, as well as interpreter services for meetings, negotiations, and accompanying delegations;

- organization of international activities including: participation in international projects for the purpose of conducting joint scientific research of a professionally oriented nature in priority areas of technical and humanitarian sciences; development, together with foreign partners, of educational materials and selection of business documentation for professional purposes; search for and development of partnerships with universities in near and far abroad on the basis of mutually acceptable conditions through projects and agreements; holding international meetings, seminars, consultations in the field of professional topics;

- implementation of methodological work, including: creation of an office of educational materials and information resources to ensure their use in the educational process; development of methodological support for business courses in foreign languages (entrance and final tests, activating tasks); methodological consulting (consultations on teaching technologies, development of courses taking into account the goals of clients); development, editing and examination of scientific and methodological products in the field of teaching foreign languages, including computer training programs; conducting internships, seminars, pedagogical trainings and courses for teachers of the state and foreign languages; professional development of key specialists in the field of teaching foreign languages: developers of programs and courses, educational and methodological products and language tests.

6.3 Rights and Obligations

6.3.1 The INO is obliged to carry out work aimed at the professional development of the teaching staff of the NAO "Karaganda Technical University named after Abylkas Saginov" based on innovative educational technologies and the best practices of modern engineering pedagogy.

6.3.2 In its activities, INO carries out interaction:

- with the University's Department of Economics and Business Administration on issues of drawing up training contracts and monitoring tuition fees for additional education programs;

- with the administrative and legal department on issues of coordinating faculty members' candidacies for advanced training courses, monitoring the results of training courses and certification of faculty members;

- with the Department of Postgraduate Education on issues of organizing incoming scientific internships;

- with university departments on issues of training in additional education programs;

- with structural divisions and departments of the university for the provision of high-quality educational services;

6.3.3 General management of the activities of the INO is carried out by the head, who is obliged to:

- determine the development strategy of the Institute of Economics (promising

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directions and current tasks of activity);

- ensure the achievement of the goal by fulfilling the main tasks of the INO;
- carry out current management;
- organize the current activities of the INO (plan work, control the receipt and expenditure of financial resources related to the activities of the INO);
- organize the activities of the INO aimed at the commercialization of additional educational services;
- define the responsibilities of employees and monitor their performance of functional duties;
- report on the work of the INO.
- ensure the conclusion and execution of contracts with organizations, legal entities and individuals for the provision of paid educational services with various terms and levels of training of specialists in the relevant profile;
- to form a highly qualified teaching staff for conducting advanced training courses from among doctors of science, professors and leading associate professors of departments of the NAO "Karaganda Technical University named after Abylkas Saginov" and production specialists;
- organize advertising activities by transmitting information via e-mail, social networks and through the website of the NAO "Karaganda Technical University named after Abylkas Saginov";
- carry out work to strengthen and expand ties with manufacturing enterprises and educational institutions that send their specialists for training;
- establish creative links with educational centers and institutions for advanced training in the Republic of Kazakhstan to use their positive work experience;
- carry out work to strengthen and develop the educational and material base and ensure healthy and safe working conditions for the employees of the Institute of Education.

6.3.4 The INO has the right to request from the structural divisions of the university the information necessary for the performance of the duties assigned to it.

6.4 Job responsibilities

6.4.1 The head of the INO and employees are responsible for the untimely and poor performance of the INO's rights and obligations imposed on it;

6.4.2 In the event of failure of a structural unit to fulfill its functional duties, the responsibility of the head and employees of the INO is determined by the Member of the Management Board - Vice-Rector for Strategic Development and Digitalization.

6.4.3 The Head of the INO is responsible for monitoring the corner for labor protection and fire safety, replenishing the first aid kit, and maintaining cleanliness and order in the unit. The degree of responsibility is determined by the Member of the Board - Vice-Rector for Strategic Development and Digitalization.

6.5 Logistics

6.5.1 Information support is carried out on the basis of DP V-01-2022 "Management of documented information".

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6.5.2 The material and technical support of the INO is provided by the following sources: state budget and extra-budgetary funds; grants; funds transferred by customers of certain types of work within the competence of the INO; funds allocated by sponsors and charitable organizations.

6.5.3 Service premises for the activities of the Institute are provided by the management in accordance with the types of activities of the Institute.

6.6 Interaction with other structural divisions of the university

6.6.1 In order to fulfill its tasks, the INO interacts with various structural divisions of the university:

- with departments within the framework of educational activities;
- with the Department of Financial and Accounting within the framework of financial activities;
- with the administrative and legal department for providing personnel to the INO;
- with the Department of Information Technology on issues of information support;
- other divisions in accordance with the activities of the INO.

6.7 Employee incentives

Incentives for INO employees are provided by the university management based on the submission of relevant information by the Member of the Board - Vice-Rector for Strategic Development and Digitalization.

7 Making changes to the document

7.1 Amendments to the Regulation on the INO are made only with the permission of the Member of the Management Board - Vice-Rector for Strategic Development and Digitalization and must be documented with his signature. Sheets removed from the amended version of the Regulation on the INO are stored together with the document on permission to make changes.

7.2 Changes to the Regulation on the INO submitted for storage to the HR department are made in accordance with the requirements of the QMS DP 1.

7.3 The head of the OK has the right to issue notices of changes to the Regulation on the INO transferred for storage.

7.4 The head of the OK is responsible for making changes to the original and copies.

8 Coordination and implementation

The approval of this Regulation is carried out with the Member of the Management Board - Vice-Rector for Strategic Development and Digitalization, the Director of the

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AUD, the Head of the South Office, the Chairman of the Trade Union Committee of the Faculty and Employees and is drawn up in the "Approval Sheet" (Appendix A).

9 Storage

The Regulation on the INO is brought to the attention of the INO employees against signature in the "Familiarization Sheet" (Appendix B) in the original and a copy of the Regulation on the INO. The registered copy of the approved Regulation on the INO with signatures on familiarization is transferred to the INO, and the original is stored in the AYUD HR department.

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Appendix A (required)

F.01-2024

Approval sheet

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F.02-2024

Familiarization sheet

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