REGULATIONS

Attestation of the Teaching Staff
NON-PROFIT JOINT-STOCK COMPANY
"KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY
named after K. I. SATPAYEV"

R 029-06-03.3.01 – 2021

Almaty 2021
INTRODUCTION

1 DESIGNED by the Human Resources Department of the NJSC "Kazakh National Research Technical University named after K.I.Satpayev"

2 AGREED

Responsible for translation
Head of the English Language Department  

3 APPROVED by the decision of the Board of the NJSC “KazNRTU named after K.I. Satpayev» «21 » 04 2021 № 14

4 INTRODUCED to replace the edition №1, 13.05.2019
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1 Field of application

1.1 These Regulations determine the procedure and conditions for the attestation of teaching staff of the Kazakh National Research Technical University named after K.I. Satpayev (hereinafter - KazNRTU).

1.2. The positions covered by these Regulations include directors of institutes and heads of scientific and educational centers, vice directors of institutes, vice heads of scientific and educational centers, heads of departments, vice heads of departments and teaching staff of educational departments of KazNRTU: professor, associate professor, assistant professor, senior lecturer, lecturer, tutor, assistant, provided by the staffing table of the university (hereinafter referred to as the TS).

2 Normative references

2.1 These Regulations are developed in accordance with:
- The labor legislation of the Republic of Kazakhstan;
- The Law of the Republic of Kazakhstan "On Education";
- Standard rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595;
- The standard of KazNRTU named after K.I. Satpayev is ST KazNRTU - 07-2015. University regulations. The procedure of development, coordination, approval, registration and updating.

3 General regulations

3.1 Attestation of teaching staff is carried out in accordance with the qualification requirements for teaching staff.

During attestation and assessing an employee conformity with the work / position held the following criteria are also applied: teacher assessment based on the results of a university students questionnaire, awareness of legislation in the field of education and science, state educational standard and the rules of credit technology of teaching KazNRTU, knowledge of the specialty, the basics of psychology and pedagogy, positive results in research, educational, methodological, educational work, completeness of required documents in a personal file in the personnel department (availability of the required documents - copies of diplomas, work record book, military ID, criminal record certificate, medical certificate, etc.), etc.

3.2 Attestation is carried out for teaching staff of KazNRTU, whose labor agreement expires in the current academic year (including the summer semester). Attestation can also be carried out for employees with open-ended employment agreement. The list of employees that are subject to attestation is determined by the order of the Rector.
Based on the results of attestation, the issue of extension / termination of labor relations with the employee is considered.

Employees who are not attested recognized as inappropriate for their positions or poor work performance due to insufficient qualifications, failure to comply with the requirements of the employment contract, regulatory legal acts in the field of education and science, and the employment contract is subject to termination in accordance with paragraphs 4 sp. 1 art. 52 the Labor Code.

3.3 The following teaching staff are exempted from attestation:
- heads of program-targeted projects, grant and other financing, "The best teacher of the university" title holders, winners of the project "100 new Persons of Kazakhstan", holders of significant achievements in scientific and educational activities;
- employees who are on maternity leave at the time of attestation, parental leave with a child under three years of age or who have returned from these leaves less than 2 months before the attestation;
- employees who have been hired for the period of absence of an employee who is on parental leave, on an internship, etc.;
- working on a part-time basis;
- who submitted written applications for dismissal of one's own volition;
- those who submitted written applications to terminate labor relations at retirement age, if less than 2 years remain until retirement age;
- other employees according to the order of the Rector or the decision of the Commission.

These categories of workers are exempt from attestation, provided that they meet the qualification requirements established for the relevant position.

3.4 Attestation can be postponed to a later date in the following cases:
- disability of the employee;
- being on leave without pay, business trip, other cases of the employee being outside of Almaty during the attestation period;

3.5 Undergoing attestation is a prerequisite for extending the employment contract with the employee.

If employee does not appear for attestation, the Commission considers the issue of attestation in their absence, on the basis of the employee's documents submitted or available in the personal file and the feedback of the head of the department (director of the institute).

3.6 Attestation of teaching staff is carried out, as a rule, once a year. The terms of attestation and the list of teaching staff employees subject to attestation are determined by the order of the Rector of KazNRTU no later than 2 weeks before the attestation.

By order of the Rector, an out of order attestation may be assigned for employees who have received disciplinary sanctions or those who could not undergo attestation for some reasons.
4 Establishing attestation commission

4.1 The members of the Attestation Commission (hereinafter referred to as the Commission) is approved by the order of the Rector.

4.2 The Commission is established in the following: the Head of the Commission, the vice chairman (s), members of the Commission (at least 3) and the secretary (s). The Secretary of the Commission does not have the right to vote.

4.3 The Head of the Commission is the Rector or the Vice-Rector in charge of the relevant issues.

4.4 Members can be vice-rectors, directors of institutes, heads of other structural divisions, other employees, representatives of student government.

The Commission necessarily includes a representative of employees - a representative of the trade union committee or another person authorized by the trade union committee of KazNRTU.

4.5 Depending on situation different compositions of the Commissions may be approved for institutions, as well as for different categories of positions.

5 Application process

5.1 Teaching staff that is subject to attestation must submit the following documents to the personnel department of the University:
- resume (see Appendix 1);
- report on scientific and pedagogical performance (see Appendix 2).

Copies of Resume and report are handed out in accordance of the number members of the Commission.

5.2 During the period of the state of emergency, quarantine and other restrictions, documents for participation in attestation may be submitted in electronic form.

5.3 The personnel department checks the completeness of the personal file of attest employee.

6 Head manager's FEEDBACK

6.1 Each employee-teacher that is subject to attestation is provided feedback by current head (head of the department, director of the scientific and educational center), including the following information:
- usage of innovative teaching technologies in the educational process;
- conducting demo-lessons with assessment;
- quality of teaching (taking into account the results of an independent questionnaire);
- participation in educational work;
- availability of educational materials for all subjects;
special achievements (preparing winners of olympiads, competitions, conferences, etc.).

7 Attestation commission procedures

7.1 During the attestation of teaching staff, the Commission considers the reports submitted by employees on scientific and pedagogical performance, the results of the questionnaire, feedback from current heads, and then conducts an interview, during which an attest employee is asked questions on the specialty, awareness of legislation in the field of education and science, the State Educational Standard and the rules of credit technology of teaching KazNRTU, the basics of psychology and pedagogy, as well as questions about the professional performance of an employee, etc.

7.2 Based on the results of documents consideration and an interview with an employee, the Commission conducts a secret ballot for each employee by filling in secret ballot papers, see Appendix 3.

7.3 Based on the results of a secret ballot, the Commission adopts recommendations concerning each employee with “Attest” or “Not attest” decision.

7.4 As may be required attestation can be carried out remotely, online using collective video and audio communications, mobile communications, specialized software for secret voting and counting of votes.

In this case, voting by the members of the Commission is carried out using the technical capabilities of the system without ballots.

7.5 To count the votes on the secret ballot papers, the Commission elects a counting commission consisting of at least three members of the commission. The Counting Commission, based on the results of the counting of votes, announces the results of voting for each candidate. The Counting Commission records minutes, which is signed by all members of the Counting Commission, approved by the Commission and attached to the attestation materials.

7.6 The decision of the Commission is valid if at least 2/3 of its members participate in the voting.

7.7 A person who has received a positive recommendation from a majority of the members of the Commission is recognized as attested. In case of equality of votes (positive and negative recommendations), the vote of the chairman is decisive.

7.8 Consideration of attest workers can be carried out without their personal presence, based on the analysis of documents of an attest employee, the opinion of the head of the department (director of the institute).

The decision on attestation of such employees is made prescribed by these Rules.

7.9 The Commission may vote and adopt recommendations for other issues related to the attestation but not specified in these Rules.

Approved by the Decision of the Board “” 2021 № 64
7.10 The minutes of the meeting of the Commission, containing recommendations for all certified employees, is developed by the secretary of the Commission and signed by the chairman and secretary of the Commission.

The secret ballot papers of all members of the Commission, the minutes of the counting commission and the attendance list of the meeting of the Commission with the signatures of the members of the Commission present at the meeting are attached to the minutes.

7.11 At the request of the employee who has undergone attestation, the Secretary of the Commission provides an extract from the minutes of the meeting of the Commission, containing the Commission's recommendations for the relevant person.

7.12 Heads of departments ensure that employees are informed about the results of certification.

7.13 The originals of minutes, turnout lists, bulletins and other documents related to the conduct of attestation are stored in the personnel department of the University. Extracts from the minutes of the meetings of the Commissions are attached to the personal files of employees.

7.14 While conducting online attestation with technical means, turnout lists and secret ballots are not developed.

**8 Concluding provisions**

8.1 Subjects of the attestation have the right to appeal against the decision of the Commission in court.

8.2 Issues not stipulated by these Rules are resolved in accordance with the current legislation of the Republic of Kazakhstan.
Appendix 1

RESUME

1. Surname
2. Name
3. Patronymic
4. Date of birth Place of birth
5. Gender
6. Nationality Citizenship
7. Home address
8. Phone
9. Email address
10. I.C (passport) No. issued
11. Education

<table>
<thead>
<tr>
<th>Full name of the educational institution, faculty, department</th>
<th>City, Country</th>
<th>Period of study</th>
<th>Specialty, qualification, degree received (bachelor, master, PhD)</th>
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</table>

1. Work experience (starting from the last job place):

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Position</th>
<th>Work period</th>
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</table>

2. Language skills (indicate level):
Kazakh
Russian
English
3. Academic degree, academic title:
4. Teaching disciplines:
5. State awards, incentives, certificates, etc:
6. Criminal records:
7. Marital status: (indicate marital status and age of children)
8. Additional information (if necessary)
Appendix 2

Report on the scientific and pedagogical activities of the employee of NJSC "KazNRTU named after K.I.Satpayev"

FULL NAME. _____________________________________, position, department

1. Academic work (actually completed work) for the last academic year

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Study year</th>
<th>Lecture</th>
<th>Seminar/practical training</th>
<th>Laboratory work</th>
<th>Total contact hours per week</th>
<th>Number of hours (per week)</th>
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Fall semester

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<tr>
<th>Discipline</th>
<th>Study year</th>
<th>Lecture</th>
<th>Seminar/practical training</th>
<th>Laboratory work</th>
<th>Total contact hours per week</th>
<th>Number of hours (per week)</th>
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Total per semester

Spring semester

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<th>Discipline</th>
<th>Study year</th>
<th>Lecture</th>
<th>Seminar/practical training</th>
<th>Laboratory work</th>
<th>Total contact hours per week</th>
<th>Number of hours (per week)</th>
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Total per semester

Total for academic year

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<tr>
<th>Discipline</th>
<th>Study year</th>
<th>Lecture</th>
<th>Seminar/practical training</th>
<th>Laboratory work</th>
<th>Total contact hours per week</th>
<th>Number of hours (per week)</th>
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2. Educational and methodical work for the last academic year

2.1 List of published educational and methodological literature

|---|--------------------|----------------|----------------|-------------------|-------------|----------------------|----------------|-----------------|------------|-------------------------|

TOTAL:

3. Scientific work for the last 3 academic years

Approved by the Decision of the Board “31” Е4 2021 №14
3.1. Participation in scientific projects

<table>
<thead>
<tr>
<th>№</th>
<th>Project name</th>
<th>Position in a Project</th>
<th>Supervisor of the project</th>
<th>Project implementation terms</th>
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3.2. Scientific supervision of students, undergraduates, doctoral students

<table>
<thead>
<tr>
<th>№</th>
<th>Number of students (by category)</th>
<th>Supervision period</th>
<th>Outcomes</th>
<th>Number of not defended diploma thesis</th>
<th>Number of not defended diploma paper</th>
<th>Refusal to award a PhD degree</th>
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3.3. Scientific projects supervision

<table>
<thead>
<tr>
<th>№</th>
<th>Project name</th>
<th>Project implementation terms</th>
<th>Number of postgraduates and doctoral students involved in R&amp;D / R&amp;PCD</th>
<th>R&amp;D / R&amp;PCD outcomes</th>
<th>Implementation into manufacture</th>
<th>Implementation in the educational process</th>
<th>Commercialization</th>
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Projects funded by the ME&S of the RK

Contract projects

Initiative projects

3.4. List of scientific papers

<table>
<thead>
<tr>
<th>№</th>
<th>Name of scientific papers</th>
<th>Publishing house, journal</th>
<th>Number of pages</th>
<th>Language</th>
<th>Co-authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
<td>5</td>
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</tbody>
</table>

Approved by the Decision of the Board 21 "04 2021 №/9
Published in highly cited journals with a non-zero impact factor, listed in the Scopus or Web of science database

International conferences with presentation of a report as a key speaker or speaker

Number of other conferences attendance

Patents and pre patents for inventions (certificate)

### 4. Professional development for the last 3 academic years

#### 4.1 Internship

<table>
<thead>
<tr>
<th>№</th>
<th>Topic, the internship area</th>
<th>Places of internship</th>
<th>Internship terms</th>
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<tbody>
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<td>beginning</td>
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#### 4.2 Attending professional development courses (seminars)

<table>
<thead>
<tr>
<th>№</th>
<th>Names of professional development courses (seminars)</th>
<th>Certificate of completion</th>
<th>Study place</th>
<th>Training volume hours</th>
</tr>
</thead>
</table>

#### 3.3 English language skills and attendance of language courses

<table>
<thead>
<tr>
<th>№</th>
<th>Current proficiency</th>
<th>Name language course</th>
<th>Training period</th>
<th>Certificate of completion</th>
<th>Training volume hours</th>
</tr>
</thead>
</table>

### 5. Other duties in the last academic year

#### 5.1 Educational work and advising

#### 5.2 Work in committees and commissions

#### 5.3 Other services for departments of KazNRTU (translations, reviews, references, etc.)

#### 5.4 Additional information

Approved by the Decision of the Board “21” 04 2021 № 14
Lecturer ____________________________ FULLNAME., signature

Head of department ______________________ FULLNAME., signature

Notes:
1. As required attach copies of all certificates mentioned in the report and other documents.
2. The concept of "academic year" includes the period of study and the corresponding vacation period of each academic year.

Approved by the Decision of the Board “21” 2021 №19
Appendix 3

Secret ballot paper for employees attestation
Committee meetings on «__»________202__ year. Minutes №
department

<table>
<thead>
<tr>
<th>№</th>
<th>FULLNAME</th>
<th>Position</th>
<th>Ballot results</th>
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<tbody>
<tr>
<td>1.</td>
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<td>Attest</td>
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</table>

Note:
While voting, a member of the Commission must properly and clearly express their position on each employee by crossing out or circling the appropriate voting options.
Amendment Record Sheet

<table>
<thead>
<tr>
<th>Sequential number of amendment</th>
<th>Section, paragraph of the document</th>
<th>Type of amendments (replace, cancel, add)</th>
<th>Notification number and date</th>
<th>Made amendments</th>
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<tbody>
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<td>Date</td>
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<td></td>
<td>Fullname, initials, signatures, position</td>
</tr>
</tbody>
</table>

Approved by the Decision of the Board “2021.04.21” No. 14