 <p>SATBAYEV UNIVERSITY</p>	<p align="center"><b>MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</b></p> <p align="center"><b>NON-PROFIT JOINT STOCK COMPANY « K.I. SATPAEV KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY</b></p>	
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**INTERNATIONAL COOPERATION**

**DP KazNRTU 717**

Almaty 2020

**PREAMBLE**

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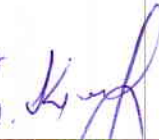
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## INTERNATIONAL COOPERATION

### Documented procedure No. 717

#### 1 PURPOSE AND SCOPE

1.1 This documented procedure establishes the responsibility and procedure for performing work related to planning, organizing and controlling the process of international cooperation in order to improve the organization and efficiency of international relations between NJSC "Kazakh national research technical university named after K.I. Satbayev" (hereinafter - K.I. Satbayev KazNRTU; the University) with universities and other organizations of foreign countries in the field of educational, research, innovation and social activities.

1.2 This procedure is designed to establish a unified procedure for performing work related to the international activities of the University. The Vice-rector for academic Affairs is responsible for the implementation of the "international activities" process.

1.3 All work under this procedure is supervised by the Vice-rector for academic work and is performed by the Director of the personnel management Department.

1.4 The Procedure is mandatory for structural divisions, officials, employees and students of the University.

1.5 This procedure is an internal regulatory document of the University and is not subject to submission to other parties, except for auditors of certification bodies during inspections of management systems, as well as to consumers-partners (at their request) with the permission of the head of the University.

The University's international activities are aimed at integrating the University into the global educational and scientific community, and providing the University with additional opportunities for developing competitive advantages.

The goal of the international activity process is to optimize the organization and increase the effectiveness of international cooperation in the field of education and research of the University.

The international cooperation Department of the Department of personnel management, under the supervision of the Vice-rector for academic Affairs of the University, coordinates the process of international activities.

The international activities of the University is organized and operates in accordance with international agreements of the Republic of Kazakhstan, bilateral agreements with foreign institutions and organizations, international projects and programs, regulations and guidelines of the Ministry of education and science of RK, the Charter KazNRTU, orders of the Manager, solutions management staff of the University, the internal standards of the University.

The University's international cooperation process includes the following activities:



- cooperation in the field of education and science with educational institutions, scientific and state organizations of foreign countries within the framework of bilateral agreements;
- sending students, undergraduates and doctoral students of the University to study, pass an educational course and internship abroad, as well as to participate in international events during the academic year;
- working with international students;
- reception of foreign delegations;
- organization of inviting foreign scientists and experts to give lectures to bachelors, undergraduates and doctoral students, as well as consulting the University's teaching staff;
- secondment of employees of the University abroad.

The procedure for performing each of these activities is described in section

## 2 REGULATORY REFERENCES

In its activities, the Department is guided by and builds its work in accordance with the following legal and regulatory documents:

- 2.1 Constitution of the Republic Of Kazakhstan.
- 2.2 Law of the Republic of Kazakhstan "On education" No. 319-III Law of the Republic of Kazakhstan dated 27.07.2007 with changes and additions on 07.07.2020.
- 2.3 The Law of the Republic of Kazakhstan "On science" dated February 18, 2011 No. 407-IV LRK with changes and additions on 28.10.2019.
- 2.4 Rules of the Ministry of Education and science of the Republic of Kazakhstan" on the organization of international cooperation carried out by educational organizations No. 661 of 27.12.2007 with changes on 07.04.2020.
- 2.5 The Concept of academic mobility of students of higher educational institutions of the Republic of Kazakhstan, approved at the meeting of rectors within the expanded Board of the Ministry of education and science of the Republic of Kazakhstan on January 19, 2011.
- 2.6 Rules of organization of educational process on credit technology, approved by order of the Minister of education and science of RK № 152 from 20.04.2011 with changes and additions on 12.10.2018.
- 2.7 Rules of direction for studying abroad, approved by order of the Minister of education and science of the Republic of Kazakhstan No. 613 of 19.11.2008 with changes on 14.05.2020.
- 2.8 Order of the acting Minister of education and science of the Republic of Kazakhstan No. 374 dated 07.08.2009 "on approval of financial standards for higher and postgraduate education" with changes on 08.10.2018.
- 2.9 Charter of the K.I. Satbayev KazNRTU.
- 2.10 Quality guide to K.I. Satbayev KazNRTU.

### 3 TERMS, DEFINITIONS, SYMBOLS, AND ABBREVIATIONS

#### 3.1 Terms and definitions

Students – students, undergraduates and doctoral students studying at the University.

Contact persons for the cooperation agreement – representatives of the University departments responsible for the implementation of cooperation agreements.

Model agreement – a sample of a cooperation agreement between a University and a foreign organization, on the basis of which a draft cooperation agreement is developed.

#### 3.2 Designations and abbreviations

HRD – Human Resources Department

IAD – International affairs division

OR – Office of the Registrar

TS – Teaching staff

AD – Administrative Department

DHR – Division of the Human Resources

DLS – Division of the legal support

FAD – Finance and Accounting Department

### 4 DESCRIPTION OF THE PROCEDURE

4.1 Cooperation in the field of education and science with educational institutions and scientific organizations of foreign countries within the framework of bilateral agreements.

The University cooperates with educational institutions and scientific organizations of foreign countries within the framework of bilateral agreements in order to integrate the University into the world educational and scientific community, develop international relations, and improve the effectiveness of cooperation. Cooperation within the framework of bilateral agreements is carried out in the following stages:

4.1.1 Establishing contacts with foreign educational and research institutions and government organizations.

In the process of international cooperation (sending employees and students; participating in international events; receiving foreign delegations; implementing joint projects; participating in international programs, etc.), partnerships are established with foreign educational institutions, government organizations, and research institutions. At a certain stage, the achieved level of relations is fixed

through the conclusion of a bilateral cooperation agreement (Memorandum, agreement, Protocol of intent, etc.).

To make a decision on the possibility and expediency of concluding a bilateral agreement, the IAD prepares a service note containing information about a foreign educational / research institution, the level of cooperation achieved the prospects for bilateral cooperation, etc.

If an Institute or Department of a University takes the initiative to establish partnerships, the Director of the Institute and the head of the Department prepare a memo (F KazNRTU-717-01) and a presentation (F KazNRTU-717-02) containing information about the purpose of establishing partnerships with a foreign educational/research institution, prospects for bilateral cooperation, etc.

4.1.2 Negotiations on the feasibility of cooperation are carried out in the following forms of bilateral cooperation:

- mutual trips of the teaching staff for the purpose of giving lectures, informing about training programs, reforming the educational process, etc.;
- exchange of scientific and methodological literature, joint scientific consultations;
- exchange of experience and information on the methods of training highly qualified specialists;
- mutual invitation of teachers and researchers to conferences, seminars, scientific symposiums;
- training of students, training of highly qualified scientific personnel through interstate, including interdepartmental, agreements and on a contractual basis;
- exchange of experience in informatization of the educational process and research work;
- joint publication;
- work on joint educational and research projects, both bilateral and within the framework of international programs.

4.1.3 Preparation and approval of the draft Agreement.

When drawing up a draft agreement on cooperation between the University and foreign educational and research institutions, priority areas and forms of cooperation are determined, as well as the validity period and conditions for the implementation of the agreement.

Preparation of the draft agreement is carried out by employees of departments of the University working in the areas where it is planned to cooperate within the framework of the agreement. After approval and approval of the draft agreement on the University's social security system with the DLS, the IAD sends the project to the University's management for consideration.

4.1.4 Signing the Contract.

A bilaterally approved draft Agreement is signed by authorized representatives of the parties and enters into force from the moment of signing, unless otherwise specified in the agreement. The contract is signed:

- in Kazakh/Russian and English;



- in Kazakh/Russian and the language of the country to which the second party belongs under the agreement.

Copies of the Agreement are identical and have equal legal force. The original copy of the University contract is stored in the University's accounting Department.

#### 4.1.5 Compliance with the terms of the Agreement.

After signing the Agreement, the parties determine the contact persons for the development of cooperation (representatives of interested departments) who will be responsible for the implementation of the agreement.

The persons responsible for the implementation of the Agreement, together with the IAD, develop working programs of cooperation that define specific cooperation activities, the timing of their implementation, and regulate the financial relationships of the parties during the implementation.

If necessary, the Agreement may be amended or supplemented. All changes and additions are made in separate appendices and are considered an integral part of the agreement.

#### 4.1.6 Preparation of the annual report on international cooperation

The annual report is prepared twice a year: in June and December.

The annual report provides information about:

- trips of employees and students abroad that took place in the current year (based on the analysis of the database of business trips, reports on the results of business trips);
- foreign delegations accepted by the University;
- progress in the implementation of cooperation Agreements;
- direction of the University's students abroad;
- inviting foreign scientists and experts to give lectures to bachelors, undergraduates and doctoral students, as well as conducting consultations with the University's faculty;
- the number of foreign citizens who arrived to study at the University in the current academic year, etc.

The annual report is approved by the head or Vice-rector for academic work of the University.

#### 4.2 Organization of the program of internal / external academic mobility of students.

Secondment of students and undergraduates is carried out within the framework of the program "Academic mobility of students" at the expense of the national budget, or at the expense of students' own funds.

After determining the conditions of assignment, the IAD HRD announces a competition for the program "Academic mobility" and organizes awareness - raising activities among students of KazNRTU under the program of academic mobility, as well as the collection of necessary documents.

The following documents are used to organize academic mobility:

- Application addressed to the head of the University;



- Submission on behalf of the Director of the relevant Institute of KazNRTU;
- Letter of recommendation from the Director of the corresponding Institute of KazNRTU in English (for a foreign University);
- Certificate confirming the level of foreign language proficiency (if available);
- Transcript in Russian and English (for a foreign University) with a seal;
- CV (CV) in English (for a foreign University);
- a copy of the certificate;
- a copy of your passport (for a foreign University);
- medical certificate from the CSCB of the established sample (for travel abroad).

The selection of program participants is carried out by organizing a competition of candidates. The main criteria for competitive selection are: completion of one academic period in your University, performance in "A", "A -", "B+", "B", "B -", fluency in a foreign language (for a foreign University) (the presence of a certificate of passing the test in a foreign language).

The graduating Department together with the student, on the basis of the disciplines proposed by the host University, makes an individual curriculum and coordinates it with The Directorate of institutes, the office of the Registrar.

The program coordinator organizes the conclusion of a tripartite agreement for training between students who have passed the competition, the sending and receiving universities. The agreement reflects personal data of the student (name, of the sending institution, country), details of training (host University, country), individual educational plan: the list of subjects selected for study at a host University where the code of discipline, the number of credits the receiving institution (in the presence of a national system of credits), amount of ECTS, time of study or internship, semester of study.

Students undergo administrative enrollment procedures in accordance with the rules of the host institution.

On the basis of an official invitation and an agreed curriculum, the HRD forms an order for the student to leave abroad.

Visa and insurance for travel abroad is issued by students themselves.

The academic mobility program does not provide participants with a higher education diploma from the host University. At the end of the period of study at a partner University, participants are issued a certificate of the host University confirming their participation in the program, as well as an academic certificate (transcript-list and volume of completed disciplines, number of credits, grades, etc.). the academic exchange period cannot exceed 2 consecutive semesters.

During the period of study at a partner University, participants of the program continue to be students of KazNRTU (subject to compliance with the relevant

requirements and correct paperwork, including an order to travel abroad, an individual curriculum and a schedule for passing the session).

The transfer of subjects studied by students and undergraduates in the partner University can be carried out in accordance with the established procedure on the basis of supporting documents from the partner University and the approved individual curriculum of the student. The issue of transfer and registration of the individual curriculum of the program participant is agreed in advance before the start of the program.

Upon returning from a foreign trip, students must submit the following documents:

- advance report with supporting documents within 3 days from the date of arrival – to Finance and Accounting Department;
- report on the results of training - to the IAD of the HRD and the Directorate of the Institute.

During the period of being in the framework of the academic exchange program in the status of "Academic exchange", the student is not entitled to take (register) and pass the discipline dissent in KazNRTU.

#### 4.3 Reception of foreign delegations.

##### 4.3.1 Making a decision to accept a foreign delegation.

The IAD prepares a service note addressed to the head of the University, containing information about the foreign educational / research institution, the level of cooperation achieved, the prospects for bilateral cooperation, etc. If the rector makes a positive decision to accept the delegation, the IAD prepares an invitation, which is signed by the head/Vice-rector and sent to the invited organization.

##### 4.3.2 Preparation of preliminary information on the reception of the delegation.

The following information is prepared for the preparation of documents on the organization of the reception and stay of a foreign delegation:

- composition of the delegation: full name, position and place of work of members of the delegation;
- estimated time frame for the visit to the University;
- the main purpose of visiting the University;
- information about the need to book a hotel, room category and number of people living in them;
- language of communication with members of the delegation;
- contact person representing the interests of the delegation (full name, phone number);
- grounds for receiving a delegation (cooperation agreement, official letter, e-mail, etc.);
- other information, the possession of which will allow you to prepare and carry out the reception of the delegation at a high level.

For the organization of the delegation's stay, it is determined:

- the number of persons from the University who will take part in meetings with a foreign delegation and ensure their stay at the University;
- divisions that the delegation will visit at the University;
- a list of souvenirs with national symbols or symbols KazNRTU to be awarded to the members of the delegation;
- the need for transport support for the delegation;
- cultural program of the delegation.

#### 4.3.3 Preparation of documents for receiving and servicing the delegation.

Admission of foreign delegations arriving at the University at the invitation of the Rector, in accordance with the letters of domestic and foreign organizations, Embassies of foreign States, within the framework of cooperation agreements, contracts and other grounds is carried out in accordance with:

- the program of the delegation's stay approved by the head of the University or Vice-rector for academic work;
- estimates of the estimated costs of receiving and servicing the delegation.
- Documents for receiving and servicing the delegation include:
  - programme and estimate of expenses on reception and service of delegations;
  - guarantee letters to hotels, cultural institutions, and catering establishments;
  - service note for vehicles;
  - a service note for the provision of rooms;
  - service note for connecting technical support during the event;
  - a memo on the organization of video and photo shooting;
- at the end of the meeting, a Protocol is drawn up, signed by the Director of the DPM and approved by the head of the University or Vice-rector for academic work (F KazNRTU-717-03).

#### 4.4 Sending University employees abroad.

##### 4.4.1 Making a decision on sending a business trip abroad.

The decision to send Employees abroad on a business trip is made by the head of the University. To make a decision on sending a business trip abroad, the interested person sends the following documents to the head of the University no later than 15 calendar days before departure:

- statement of the person being sent, indicating the terms of the trip and the source of funding;
- representation of the head of the structural unit where the commander works;
- copy of the invitation;
- estimate of travel expenses (if the host party pays for travel expenses, the calculation of financial resources is not required).

##### 4.4.2 Preparation of documents for sending an employee on a business trip outside the Republic of Kazakhstan.



After the head of the University makes a positive decision about sending an employee on a business trip abroad or receiving a task for a business trip, the following documents are prepared:

- IAD within HRD is preparing a draft order of assignment;
- HRD within AD is preparing a travel certificate;
- the order of assignment signed by the head of the University is registered in the DHR AD ;
- copies of the order are sent to the interested divisions of the HRD, Finance and Accounting Department, to the structural division at the employee's place of work.

Upon returning from a business trip, employees provide:

- report on the trip (f KazNRTU-717-04) (no later than 10 calendar days from the date of return) - to the IAD of the DPM;
- advance report on spent funds (no later than 3 calendar days from the date of return from a business trip, excluding the day of arrival) - to the Finance and Accounting Department;
- travel certificate with stamped marks on the day of arrival and departure from the place of business trip;
- travel documents confirming the actual costs of travel to the place of business trip and back (boarding pass);
- documents for renting housing (check, invoice, certificate of completion, lease agreement);
- agreements reached, containing conclusions and specific proposals on the results of the trip from the point of view of the prospects for the development of cooperation between the University and foreign organizations in the field of education and science. If certain items of the task are not fulfilled, the reasons are specified. The report on the results of a business trip is agreed with the heads of structural divisions.

#### 4.5 Organization of invitation for foreign scientists.

4.5.1 The invitation of foreign scientists is issued through the IAD of the DPM KazNRTU in accordance with the established procedure, in advance by planning for the next semesters. The inviting Department of the University provides information about invitations of foreign citizens and all necessary documents to the IAD at least 40 days before the planned date of entry of the scientist. Interaction with the Representation of the MFA in Almaty is carried out only through the sector IAD HRD KazNRTU.

4.5.2 To invite a foreign scientist, the University subdivisions submit to the IAD a duly completed internal application (F KazNRTU-717-05), containing information about the invited professor and the duration of his stay, a copy of the passport, a copy of the document confirming his academic degree, a memo (F KazNRTU-717-07) and a brief description of the scientist (in summary form), a schedule of lectures (F KazNRTU-717-08), an invitation plan (F KazNRTU-717-09) and a written justification for the need to enter this foreign citizen into the

territory of the Republic of Kazakhstan at the invitation of KazNRTU. The term for issuing an invitation is 7 days. All documents are submitted to the IAD through the office of the university KazNRTU. Within 3 days, the director of the HRD considers and decides on the acceptance of the package of documents for registration. All expenses associated with the stay of a foreign scientist, including accommodation, travel, daily expenses and hourly payment for lectures (net of income tax), are covered by the University.

4.5.3 Plan for inviting foreign scientists to give guest lectures to PhD students, undergraduates and bachelors, previously agreed by the Directors of the institutes, the Director of the HRD and the Director of the Finance and Accounting Department, is approved by the head of the University or the Vice-rector for academic work.

4.5.4 Organization of vehicles for meeting and seeing off the invited foreign lecturer, cultural program, hotel reservation in accordance with the Standard for payment of expenses for invited foreign scientists is carried out by the inviting Department (Institute, Department) of KazNRTU.

4.5.5 Providing secondary documents on the first day of arrival of a foreign scientist for processing an order for payment:

- original passport and certificate of residence in Kazakhstan for registration with the migration police;
- certificate of employment (original);
- travel certificate (original);
- the originals of the tickets (receipts, boarding pass);
- visa expenses (checks);
- payer number;
- invoice of the hotel;
- application addressed to the Director of the Finance and Accounting Department (in case of cash payment of labor);
- Bank details, if funds are transferred by Bank transfer;
- contract for the provision of services (concluded between KazNRTU and a foreign scientist for the period of stay of a foreign scientist).

IAD HRD reserves the right to request additional documents, if necessary.

4.5.7 preparation of the IAD order for a visiting foreign scientist.

4.5.8 payment by cash or Bank transfer of the following expenses for the provision of services is made on the basis of the order and in accordance with the approved Standard for payment of expenses by a foreign scientist:

- air ticket (economy class);
- daily expenses (2 MCI) in accordance with the legislation of the Republic of Kazakhstan;
- remuneration of labor (wages in accordance with the act of work performed, net of income tax);
- accommodation fee;

- payment of other expenses related to organizing events for meeting and seeing off professors, including insurance (no more than 5 % of the total amount).

4.5.9 For the period of validity of the agreement between KazNRTU and a foreign scientist, the IAD performs all the formalities for registering a foreign citizen in accordance with the purpose of stay. The IAD has the right to refuse the Department (institutes) if the application for an invitation is not submitted in time (less than 40 days).

4.5.10 The IAD is not responsible if a foreign scientist is refused a visa, or if the purpose or validity of the visa is changed at a consular institution of the Republic of Kazakhstan based on the results of the interview.

## 5 RECORDS-DOCUMENTATION AND ARCHIVING

The list of records responsible for filling in and retention periods are shown in table 1.

Table 1 - list of records

The name of the form	Responsible for filling out and storing	Shelf life
Cooperation agreement	IAD	Before the expiration will be required
Annual report on international cooperation	IAD	Before the expiration will be required
Invitation of foreign delegations	IAD	Before the expiration will be required
Mission statement	The person being sent, IAD	Before the expiration will be required
Order on a secondment/work trip	IAD	Before the expiration will be required

The name of the form	Responsible for filling out and storing	Shelf life
Secondment/work trip report	IAD	Before the expiration will be required
Electronic database of Secondment/work trips	IAD	Before the expiration will be required
Organization of inviting foreign scientists and experts to give lectures and consultations	Structural divisions, institutes, departments of KazNRTU, IAD	Before the expiration will be required
Order on payment of expenses for invited foreign scientists	IAD Department of Finance and Management HRD	Before the expiration will be required



Registration cards	IAD	Before the expiration will be required
Lists of international students, undergraduates/graduate/postgraduate students	IAD	Before the expiration will be required
Log of incoming/outgoing documentation	IAD	Before the expiration will be required

## 6 RISK MANAGEMENT

Name and description of the risk	Risk reasons	Consequences of risk	Measures to prevent/reduce risk	Supporting documentation
Financial. No allocation of funds from the national budget for academic mobility programs	Small budget	Decrease in the number of exchanges, students and faculty traveling abroad, and a decrease of the University's rating	Additional sources of funding for the program and allocation of funds from the University	Letter from MES of RK
Shortfall in the number of people who want to study in the academic mobility program	Small number of applicants, refusal due to incomplete funding	Non-disbursement of allocated funds	Full funding (additional funds from the University, further training of students at the University)	Statement
Decrease in the number of foreign students	A small number of disciplines on English	Downgrade of the University's recruitment rating, the number of foreign students	Increasing the number of subjects read in English, promoting the University's brand abroad	Individual curriculum
Refusal of invited professors to come and give lectures	Late receipt of funds (end of the year)	Non-disbursement of allocated funds	The increased and timely funding	Letter from MES RK

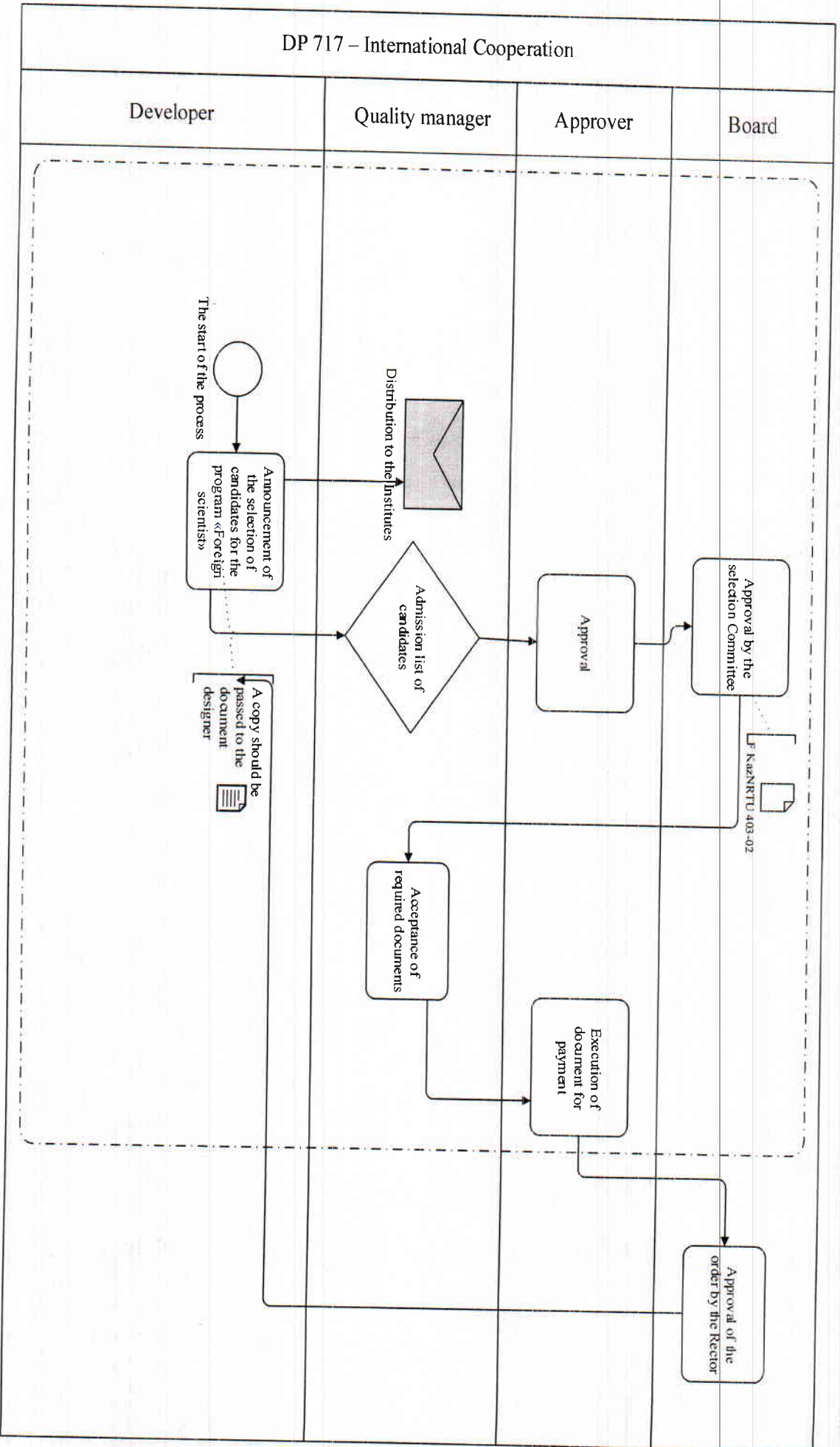
## 7 EVALUATION, ANALYSIS AND IMPROVEMENTS

7.1 To improve the quality of the process, the HR Department conducts an analysis of international performance indicators. The results are submitted to the departments for consideration.

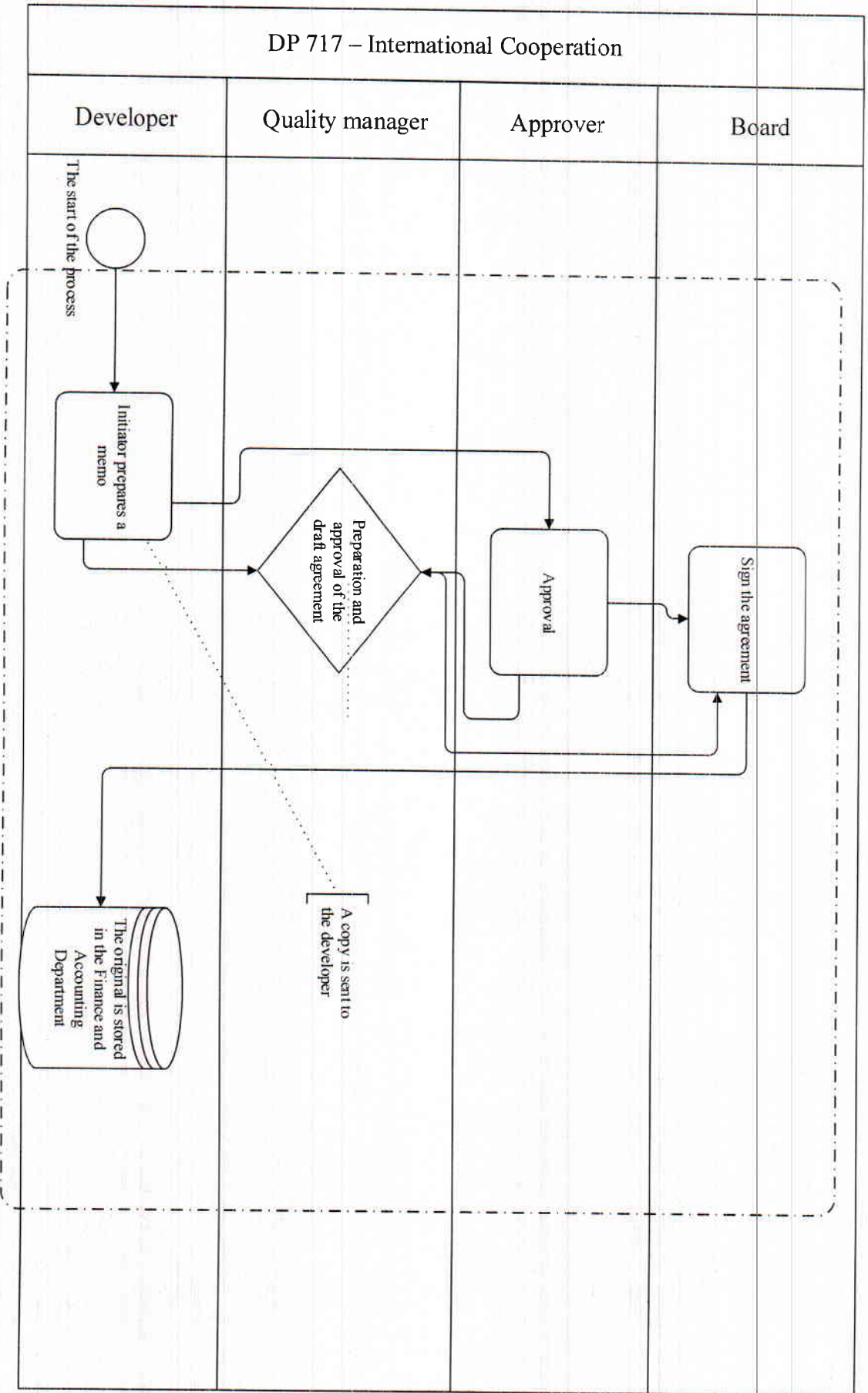
7.2 The HR Department prepares a report on the results of the "International cooperation" process under the DP 502 management Analysis procedure. The summary report, together with recommendations, is submitted by the Director of the HR Department to the Academic Council, and based on the results of the analysis, decisions are made to improve it.

### List of forms for DP KazNRTU 717

№	The name of the document	Form	Place of storage
1	Memo on signing an agreement	F KazNRTU 717-01	IAD HRD
2	Submission of the University	F KazNRTU 717-02	IAD HRD
3	Protocol of meetings with foreign partners	F KazNRTU 717-03	IAD HRD
4	Foreign secondment, work trip report	F KazNRTU 717-04	IAD HRD
5	Invitation of foreign professors	F KazNRTU 717-05	IAD HRD
6	The information on attraction of foreign scientists	F KazNRTU 717-06	IAD HRD
7	Memo	F KazNRTU 717-07	IAD HRD
8	Schedule of lectures	F KazNRTU 717-08	IAD HRD
9	Plan for inviting foreign scientists	F KazNRTU 717-09	IAD HRD







**THE LIST OF REGISTRATION CHANGES**

The sequence number changes	Section, paragraph of the document	Type of change (replace, cancel, add)	Notification number and date	Change made	
				Date	Last name and initials, signature, position