



САТБАЕВ
УНИВЕРСИТЕТИ

MINISTRY OF EDUCATION AND SCIENCE
REPUBLIC OF KAZAKHSTAN

NON-PROFIT JOINT STOCK COMPANY
“K.I. SATPAYEV KAZAKH NATIONAL RESEARCH
TECHNICAL UNIVERSITY”

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RULE

**ON INCENTIVIZING EMPLOYEES FOR ENGAGING
SPONSORSHIP FUNDS OF SUBSOIL USERS TO PAY FOR STUDENTS
TRAINING
IN NON-PROFIT JOINT STOCK COMPANY “K.I. SATPAYEV KAZAKH
NATIONAL RESEARCH TECHNICAL UNIVERSITY”**

R029-03-03-05.4.01-2021

Almaty 2021

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1 General Rules

1.1 This Rule on motivating employees to attract sponsorship funds sponsorship from subsurface users to pay for student tuition at the K.I.Satpayev KazNRTU (hereinafter referred to as the Rule on Motivation) has been developed in accordance with the Law of the Republic of Kazakhstan "On Education", the Code of the Republic of Kazakhstan "On Subsoil and Subsurface Use" dated December 27, 2017 No. 125-VI (with amendments and additions as of 07/01/2021), as well as internal regulatory documents of the University.

1.2 The present Rule on motivation is developed to regulate the procedure of encouragement of KazNRTU employees involved in the project on work and interaction with subsoil user companies in order to attract sponsorship to finance paid educational services.

1.3 Paid educational services include bachelor's, master's, doctoral programs, advanced training programs, as well as other educational services provided by NPJSC "K.I.Satpayev Kazakh National Research Technical University" (hereinafter - the University or KazNRTU) on a fee basis.

2 Terms and definitions

1) student (candidate) - a person studying under the bachelor's/master's/doctoral program of KazNRTU;

2) remuneration of labor - a system of relations related to the employer's Rule of obligatory payment of remuneration to the employee for his/her labor in accordance with the Labor Code of the Republic of Kazakhstan from 23.11.2015, other regulatory legal acts of the Republic of Kazakhstan, as well as agreements, labor, collective bargaining agreements, acts of the employer and this Regulation;

3) official salary - a fixed amount of remuneration of the employee's labor per month for the performance of labor standards (labor duties), considering the qualifications of the employee, complexity, quantity, quality and conditions of the work performed;

4) incentive payments (bonuses) - remuneration paid to employees upon completion of the project depending on the results of their work with the purpose of material encouragement of the achieved successes and improvement of work efficiency;

5) Project Manager (hereinafter referred to as the Manager) - is responsible for the fulfillment of the assigned task, draws up an action plan and coordinates the activities of all participants until the completion of all projects;

6) Project Coordinators - conducts operational work on the project;

7) project managers - work on preparation of necessary information on students (candidates) and are employees of the Registrar's Office of KazNRTU;

8) project assistant - is responsible for document management, interaction with structural units of the university.

3 Purpose and targets

3.1 Attraction of sponsorship funds from subsoil user companies to pay for educational services, scholarships, financial support to KazNRTU students in specialties according to the List of the most demanded specialties of technical and professional, higher and postgraduate education of the energy industry.

4 General management

4.1 The mechanism of cooperation between KazNRTU and subsoil user companies under the Project is as follows:

4.1.1 The Company on its part:

- carries out the target order for training of specialists in the context of specialties and languages of training with indication of subsidiaries and regional branches for which training will be carried out;

- provides employment of the above-mentioned specialists in subsidiaries and regional branches specified in the target order;

4.1.2 KazNRTU on its part carries out:

- qualitative selection of candidates for the specified specialties in regions and oblasts of Kazakhstan, considering geographical location;

- qualitative training of specialists considering the specific needs of the labor market, focusing on modern trends in the development of the production sector;

- qualitative retraining and advanced training of the company's employees at the level of master's and doctoral programs.

5 Functions of the project manager

5.1 Develop a model for working with subsoil users in accordance with the Law of the Republic of Kazakhstan "On Education", the Code of the Republic of Kazakhstan on Subsoil and Subsoil Use;

5.2 Interaction with state structures and agencies, top managers of companies to develop partnerships;

5.3 Strategic planning of the project work and effective setting of goals and objectives;

5.4 Resolving problematic issues in the process of project management: overcoming objections, negotiating, dealing with possible claims, developing new work tactics;

5.5 Selection of personnel (coordinators, managers, etc.) to fulfill project tasks and motivation;

5.6 Control of deadlines for fulfillment of project agreements: timing of candidate search, receiving feedback from companies, payment of invoices, exchange of accounting documentation.

6 Organization and procedure for attracting sponsorship funds

6.1 An order is issued on the creation of the project team with the involvement of University employees in various positions of the project and the indication of the share of incentives (Appendix 1).

6.2 The project coordinators maintain and expand the database on work with subsoil user companies;

6.3 Project coordinators form and send letters on further cooperation and financing of students on paid educational services;

6.4 After sending letters of cooperation, further interaction with companies and work on the resulting issues is carried out by project coordinators;

6.5 The process of selection of students for financial support at the expense of attracted funds from the companies is carried out in accordance with the requirements of subsoil user companies;

6.6 When selecting students of the paid department, to nominate their candidacies for funding from the companies, priority is given to students from the regions of Kazakhstan, in which the company operates, on specialties according to the List of the most demanded specialties of technical and professional, higher and postgraduate education in the energy sector, approved by the Ministry of Energy of the Republic of Kazakhstan from 11.12.2015;

6.7 The main indicator in selecting students for sponsorship is their GPA for the entire period of study;

6.8 Students' data with their place of arrival, average GPA and other necessary information according to the company's requirements are provided by project managers;

6.9 Representation of interests of subsoil user companies in KazNRTU is carried out by project coordinators;

6.10 Final selection and decision making on the list of candidates for training funding, scholarships, etc. is carried out by the company representative without participation of university staff;

6.11 After the company has decided on financing students, the list of candidates is approved and the students are further informed to conclude a tripartite agreement or additional agreement specifying the terms and period of financing.

6.12 During the period of financing of student training by the company - subsoil user the cost of educational services is the amount provided for legal entities, according to the List and cost of educational programs of KazNRTU, approved by the Board of NPJSC "K.I.Satpayev Kazakh National Research Technical University".

6.13 Upon termination of the contract (agreement) the student continues training at his own expense, as an individual, according to the previously concluded agreement.

7 Advantages of cooperation between the university and subsoil user companies

7.1 Benefits for companies:

- 1) opportunity to sponsor and further cooperation with the most successful and prepared students within the framework of the "Program of training and retraining of young specialists" according to the Code of the Republic of Kazakhstan "On Subsoil and Subsoil Use" dated 27.12.2017 №125-VI;
- 2) reducing the share of foreign labor force in the Kazakhstan labor market and increasing the number of Kazakhstani specialists;
- 3) provided that the company is involved in the formation of educational programs and the content of disciplines, obtaining the most adapted to specific working conditions of young specialists due to the fact that during the program students are trained directly in those disciplines that they will be required at the workplace, as well as in connection with internship directly at future workplaces.

7.2 Benefits to students:

- 1) gaining the opportunity to study at the expense of the company rather than at the expense of their parents;
- 2) getting an opportunity to prove themselves in the company, where future employment in the specialty is expected;
- 3) the possibility of financial support in the form of one-time or monthly scholarships from companies.

7.3 Benefits for the university:

- 1) guaranteed additional income as a result of an increase in the annual cost of education of the student due to the transition to financing by legal entities according to the List and cost of educational programs of KazNRTU, approved by the Board of NPJSC "K.I.Satpayev Kazakh National Research Technical University". The cost of education in 2021-2022 academic years for individuals is 830,000 tenge per year, for legal entities 1,140,000 tenge per year.
- 2) increase in the number of students of the paid department as a result of recruiting activities and informing applicants about the possibility of obtaining funding for training from subsoil user companies;
- 3) possibility of adapting educational programs to the production requirements of companies;
- 4) realization in practice of the principle of connection between education and production (for bachelors) and the principle of connection between education, science and production (for masters and PhD doctors);
- 5) real participation in the socio-economic development of oil producing and refining regions;
- 6) increased efficiency of employees due to the possibility of receiving bonuses based on performance results.

7.4 Benefits for staff

- 1) the possibility of receiving bonuses for attracting sponsorship funds as a result of effective work;
- 2) as a consequence of increasing the university's income due to the difference in

tuition fees for legal entities and individuals, the university can offer its employees better working conditions, higher salaries, etc.]

8 Methodology and principle of bonus distribution

8.1 The number of bonuses for employees depends on their performance and is set in accordance with the Bonus Grid according to Appendix 1.

8.2 Distribution of bonus payments to each employee is made considering the quality of performance of their part of the work (Appendix 1).

8.3 As part of the work to attract sponsorship funds, any employee of KazNRTU can be involved in the project on the positions stipulated in it, specified in this Regulation on motivation;

8.4 At least one closed project (with payment made) is considered as the basis for bonus payment;

8.5 All projects are supervised by the Project Manager. Coordinators represent the interests of all involved subsoil user companies within the walls of KazNRTU.

8.6 At the end of the reporting period (semester) Project Coordinators form a report on the work done.

8.8 The procedure for payment of bonuses within KazNRTU is carried out as follows:

1) Incentive (bonus) fund is formed on the basis of 10% percent of the total amount raised, unencumbered by taxes and deductions;

2) Upon receipt of funds from the closing of projects to the account of KazNRTU, the Department of Finance and Accounting calculates the total amount of attracted sponsorship funds to determine the amount of the incentive fund;

3) After determining the incentive fund, the Project Manager submits an order to accrue appropriate payments to employees who were involved in attracting sponsorship funds in accordance with the Bonus Grid;

4) After the order is signed by the Chairman of the Board - Rector of KazNRTU, the accounting department makes the appropriate payments in the prescribed manner;

For clarity, here is an example of calculation of bonuses for University employees based on the results of work with "Lucent Petroleum":

- As a result of work with "Lucent Petroleum" company it was decided to finance training of students of paid department in the amount of 20 520 000 tenge;

The list of selected students

Category of students	No.	Form of payment	Tuition fees for the fall semester 2021 for individuals (for 4 months)	Tuition fee for the fall semester 2021 for legal entities (for 4 months)
Students of the 1st year are the holders of "Altyn Belgi" and Certificate with honors	9	At the university's expense	No charge.	456 000 tenge.
2-3 year students	36	At the expense of own funds (2-party agreement)	33 students – 254 320 tenge. 3 students – 300 000 tenge.	456 000 tenge.
TOTAL:	45		9 292 560 tenge.	20 520 000

- 45 students were selected, including:
- ✓ 9 students are holders of "Altyn Belgi", diplomas with honors and are studying at the expense of university funds;
- ✓ 36 students are 2nd-3rd year students.
- the net total income from this project will amount to: 11 227 440 tenge.
- 10% of the total amount raised (20 520 000 tenge) constitutes: 2 052 000 tenge

unencumbered by taxes and deductions;

Sample calculation of bonuses for project participants based on the amount of 2 052 000 tenge:

Position title	%	Amount, tenge
Project Manager	35%	718 200
Coordinator 1	22,5%	461 700
Coordinator 2	22,5%	461 700
Manager 1	3%	61 560
Manager 2	3%	61 560
Assistant	2%	41 040
Lawyer	4%	82 080
Accountant	6%	123 120
Financier	2%	41 040
Total amount paid	100%	2 052 000 tenge.

	Performer	Work description	Bonus
	Manager (all projects)	<ul style="list-style-type: none"> - - interaction with government agencies and departments, top managers of companies to develop partnerships; - - strategic planning of the project work; - - effective setting of project goals and objectives; - - solving problematic issues in the process of project management: overcoming objections, negotiating, dealing with possible claims, developing new work tactics; - - consolidation of project reporting: consolidation of operational reports on projects into a single one, analysis, submission to the management; - - selection of personnel (coordinators, managers, etc.) to fulfill project tasks and motivate them to work efficiently; - - control of deadlines for fulfillment of project agreements: terms of candidate search, receiving feedback from companies, payment of invoices, exchange of accounting documentation; - - control and supervision of all projects; 	35%
	Project coordinators (2 to 4 persons)	<ul style="list-style-type: none"> - - ensuring methodological training of project participants: development of uniform standards of work with companies and candidates (telephone negotiations, principles of work, execution of contracts, resumes, tests and characteristics of candidates, forms of operational reporting), familiarization, compliance control, feedback; - - creation of documents on interaction with companies, forms of Memorandums of Cooperation with external companies, samples of Agreements, official cover letters, etc..; - - representing the interests of companies within the University; - - searching for subsoil user companies, establishing contact with the company representative who makes a decision on allocation of funds for students' education; - - preparation and sending of letters on further cooperation in the framework of financing students' education; - - maintaining a unified database of companies and candidates: coordination of work on the formation of databases, expansion of databases; 	45%
		<ul style="list-style-type: none"> - - conducting negotiations or participating in the preparation of negotiations, discussing the terms of cooperation; - - analyzing and selecting candidates in accordance with the companies' requirements for tuition fees; 	

		<ul style="list-style-type: none"> - signing of the contract, exchange of copies; - promptly providing requested information from company representatives; - organizing and conducting interviews, tests, etc. with potential candidates if necessary; - preparation of project reporting. 	
	Project managers	<ul style="list-style-type: none"> - preparation and Rule of information on students in accordance with the forms and requirements of the companies; - generation of lists by courses, specialties, regions, forms of education, etc. if necessary; - informing students about financial assistance in the form of tuition fees; 	6%
	Project Assistant	<ul style="list-style-type: none"> - interaction with structural subdivisions of the university; - assisting and facilitating the work of coordinators, if necessary; 	2%
	Accountant	<ul style="list-style-type: none"> - Maintaining project accounting records (monitoring invoicing and payment, etc.); - servicing of invoices, submission of invoices and statement of work performed, etc.; - preparation of accounting reports. 	6%
	Lawyer	<ul style="list-style-type: none"> - preparing a template and adjusting the text of contracts with companies; - maintenance of legal documentation on the project; - consulting on execution of contracts and other documents; - Rule of legal interests of KazNRTU, amendments to legal documents, Rule of information upon request. 	4%
0	Financier	<ul style="list-style-type: none"> - preparation and maintenance of financial statements 	2%
Total:			100%

Registration form

Sequence number of changes	Section, paragraph of the document	Type of change (replace, cancel, add)	Number and date of the notification.	The change has been made	
				Date	Surname and initials, signature, position