

 <b>SATBAYEV UNIVERSITY</b>	<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 "KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV"</b></p>	
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**APPROVED**

**By the decision of the Board of  
Directors of  
NJSC "Kazakh National  
Research Technical  
University named after K.I.  
Satpayev "  
dated November 30, 2020 No. 8**

**REGULATIONS**

**for competitive substitution  
of the academic teaching staff positions of  
NJSC "Kazakh National Research Technical University named after  
K.I. Satpayev"**

**R 029-06-01.3.02 – 2020**

## **PREFACE**

**1 DEVELOPED** by the HR Service of NJSC "KazNRTU named after K.I.Satbayev"

**2 AGREED** with the structural subdivisions of NJSC "KazNRTU named after K.I.Satbayev"

**3 PPROVED** by the decision of the Board of Directors of NJSC "KazNRTU named after K.I.Satbayev" dated "\_30\_" \_11\_ 2020 No. \_8\_

**4 INTRODUCED** for the first time

## CONTENT

1	Application area	4
2	References to the regulatory acts	4
3	General provisions	4
4	Formation of the Competitive Examination Commission	5
5	Acceptance of documents	5
6	Conclusion of the department	6
7	Working procedure of the Commission	7
8	Support for young specialists	8
9	Keeping scientists of retirement age	8
10	Final provisions	9
	Appendix 1	10
	Appendix 2	13

## **1 APPLICATION AREA**

1.1 These Rules of competitive transformation shall be of the faculty of the NAO "Kazakh National Research Technical University named after K.I. Satpayev" (hereinafter referred to as the Rules) determine the procedure and conditions for conducting a competitive replacement of vacant positions of the faculty of the Kazakh National Research Technical University named after K.I. Satpayev (hereinafter referred to as KazNRTU).

1.2 The positions to which these Rules apply include the positions of deputy directors of institutes, heads of departments and teaching staff of the educational units of KazNRTU: professor, associate professor, senior lecturer, lecturer, assistant, as provided for in the staffing table of the university (hereinafter collectively referred to as the teaching staff).

## **2 REFERENCES TO THE REGULATORY ACTS**

2.1 These Rules are developed in accordance with:

- Labor Code of the Republic of Kazakhstan;
- Law of the Republic of Kazakhstan “On Education”;
- Charter and other internal regulatory documents of KazNRTU.

## **3 GENERAL PROVISIONS**

3.1 The competitive selection of candidates for the positions of the teaching staff is carried out in accordance with the qualification requirements established for the positions of the teaching staff of KazNRTU.

3.2 Persons who have submitted applications for participation in the competition in the established manner are admitted to the competition for vacant positions of the teaching staff:

- third parties who are not employees of KazNRTU;
- employees from among the teaching staff of KazNRTU who have valid employment contracts, the term of which does not expire in the current academic year (including the summer period), who have submitted an application for transfer to a higher teaching staff position;
- other employees of the University (from among the AMP, ESS, researchers).

3.3 The terms of the competitive examination of the academic teaching staff are regulated by the relevant orders of the Rector of KazNRTU.

3.4 The announcement of the competitive examination for filling vacant positions of the teaching staff is published on the KazNRTU website no later than 15 days before the start of the competitive examination.

## **4 FORMATION OF THE COMPETITIVE EXAMINATION COMMISSION**

4.1 The composition of the Competitive Examination Commission (hereinafter - the Commission) is determined by the Academic Council of the University and approved by the order of the Rector.

4.2 The Commission is formed from the following members: Chairman of the Commission, Deputy (Deputies) Chairman, members of the Commission (at least 3) and Secretary (Secretaries). The Secretary of the Commission shall not have the right to vote.

4.3 The Chairman of the Commission is the Rector or Vice-Rector, who supervises the relevant issues.

4.4 Members of the Commission can be Vice-rectors, Directors of Institutes, Heads of other structural divisions, etc.

The Commission must include a representative of workers - a representative of the Trade Union Committee of workers or another person authorized by the Trade Union organization of workers of KazNRTU.

4.5 Considering the expediency, different compositions of the Commissions for Institutes may be approved, as well as for various categories of positions.

## **5 ACCEPTANCE OF DOCUMENTS**

5.1 Persons wishing to participate in the competition for vacant teaching staff positions must submit a package of documents online through the form posted on the University website in the "Vacancy" section:

1. Application (generated automatically when filling out the form);
2. Copy of identity card;
3. Work record, indicating contact information (the form for filling out is available on the website);
4. Documents confirming professional education: scanned copies of diplomas of higher, postgraduate education, academic/or scientific degree, academic title, certified by a notary or at the place of previous work;
5. Copies of certificates of retraining and advanced training for the last 3 years in the subjects taught for at least 72 hours, certificates confirming completion of an internship abroad, advanced training courses in the field of education (if any), international certificates confirming the level of proficiency in a foreign language, etc.;
6. Copies of documents confirming the work experience of applicants
7. A certified list of completed scientific projects, scientific papers and patents (inventions) for intellectual work, a certificate of intellectual property for the last 5 years indicating your role in each project;
8. Certificates from egov.kz: on the presence/absence of judicial power, on the presence/absence of a psychiatric, drug examination, information on the commission of a corruption crime by a person, a copy of a medical certificate 075/u for citizens of Kazakhstan and 028/u for foreign citizens and stateless persons.

Documents are submitted online using an electronic form and scanned copies of documents. At the time of the competition, candidates also present original documents (if necessary), certified in the prescribed manner (notarized or depending on previous work), for verification of documents.

Applicants may also submit other documents related to their education, work experience, professional level and reputation (letters of recommendation, references, copies of language proficiency certificates, other documents confirming the professional level of the participant, his outstanding achievements in the professional field, etc.)

5.2. Employees of the teaching staff of KazNRTU wishing to participate in the competition shall submit documents substantiated in the institution 5.1 Rule, except for clause 8.

5.3 Documents submitted for participation in the competition are transferred for review to the relevant department as they are received or within 1 working day from the date of the end of the document submission period.

## **6 CONCLUSION OF THE DEPARTMENT**

6.1 Preliminary consideration of documents of participants in the competition for filling teaching staff positions (except for deputy directors of institutes and heads of departments) is carried out at a department meeting.

The department reviews the documents submitted by the competition participants for compliance with the qualification requirements established for the relevant position and conducts interviews with the candidates.

6.2 The participant of the competition (except for the staff of the teaching staff of KazNRTU) gives a presentation of the discipline they teach (a 10-15-minute fragment of a lecture and/or seminar).

6.3 Based on the results of consideration of the documents, interviews and presentations, the departments evaluate the candidates and make a conclusion on the compliance or non-compliance of the candidate with the desired position, giving a brief justification

6.4 Evaluation of the candidates is carried out by an open vote with a majority vote of the full-time teaching staff present at the meeting of the department.

In case of equality of votes, the vote of the Head of the department is decisive.

6.5 The conclusion of the department is considered valid if at least 50% of the full-time teachers of the department were present at the meeting.

6.6 The conclusion of the department, which has an advisory nature, is submitted for consideration by the Commission.

6.7 If necessary, the meeting of the department can be held remotely, online with the use of the means of collective video and audio communication, cellular communication, specialized software.

## **7 WORKING PROCEDURE OF THE COMMISSION**

7.1. During the competitive examination, the Chairman of the Commission announces the conclusions of the departments for each of the participants, the candidates are interviewed, they asked questions on the specialty, pedagogy, professional activity,

The repeat interview with the teaching staff of KazNRTU may not be conducted.

7.2 Based on the results of consideration of the documents and the interview, the Commission conducts a secret ballot for each candidate by filling out secret ballots drawn up in the form of Appendix 2.

7.3 Based on the results of a secret vote, the Commission makes recommendations for each applicant with the wording “Recommend for concluding an employment contract” or “Do not recommend for concluding an employment contract” and the recommended term of the employment contract with the candidate (1 year or 3 years).

7.4 To count the votes on secret ballots, the Commission shall elect a counting commission consisting of at least three commission members. Based on the results of the vote count, the counting commission shall announce the results for each candidate. The counting commission shall draw up a protocol, which shall be recorded by all members of the counting commission, approved by the Commission and attached to the competition materials.

7.5 The decision of the Commission during the competitive procedure is valid if at least 2/3 of its members participated in the voting.

7.6 The person who has received positive recommendations from the majority of the members of the Commission present is considered to have passed the competition. In case of a tie in votes (positive and negative recommendations), the vote of the chairperson is decisive.

7.7 The consideration of competition participants may be carried out without their personal presence, based on an analysis of the competition participant’s documents and the opinion of the head of the department (Director of the Institute).

The decision on passing in the competitive examination by the participants is made in the manner prescribed by these Rules.

The Commission may refuse to consider the absent participants if there is insufficient data on them.

7.8 In some cases, the Commission has the right to recommend for consideration a person for passing to a higher position of the teaching staff.

In this case, the decision is taken by the Commission by open voting of a simple majority of votes of the members of the Commission present.

7.9 The Commission may vote and make recommendations on other issues related to the conduct of the competitive procedure, not specified in these Rules.

7.10 The minutes of the meeting of the Commission, containing recommendations on all participants in the competitive examination, are drawn up by the Secretary of the Commission and signed by the Chairman and Secretary of the Commission.

The secret ballots of all members of the Commission, the minutes of the Counting Commission and the attendance sheet of the meeting of the Commission

with signatures of the members of the Commission present at the meeting are attached to the minutes.

7.11 At the request of the tenderer, the secretary of the Commission provides an extract from the minutes of the meeting of the Commission, containing recommendations of the Commission on the relevant person.

7.12 Heads of departments inform participants and participants of the competition about the results of the competition.

7.13 After the procedures have been concluded, the secretary of the commission transfers the originals of the competition documents (minutes, attendance sheets, ballots, etc.) to the Human Resources Service for safekeeping, as well as extracts from the minutes of regular commissions for inclusion in the personal files of employees.

7.14 When the competition is held online with the use of technical means, attendance sheets and secret ballots are not compiled.

## **8 SUPPORT FOR YOUNG SPECIALISTS**

8.1 KazNRTU adheres to the principle of providing support for the gifted young professionals.

This category includes the graduates of leading universities in Kazakhstan and abroad (including those who studied under the Bolashak program) with a GPA of at least 3.5 points or other outstanding academic / scientific achievements.

8.2 By decision of the Commission, these specialists may be granted the right to occupy a position one step higher than that corresponding to the qualification characteristics of a young specialist.

8.3 By decision of the Commission, the gifted young professionals are given preference over other contestants applying for the same position.

## **9 KEEPING SCIENTISTS OF RETIRE AGE**

9.1 KazNRTU, adhering to the age limit rule, supports scientists of the retired age who have their own scientific projects (in which the scientist is the leader), financed by the external customers.

Such scientists may be promoted to a research professorship (without classroom teaching) upon completion of their current contract, which also includes teaching.

9.2 Transfer to the position of research professor may be carried out without a decision of the Competition Committee if the scientist has his own research project and independent external funding.

## **10 FINAL PROVISIONS**

10.1 Participants of the attestation / competition have the right to appeal against the decision of the Commission in the court.

10.2 Issues that are not regulated by these Rules are considered in accordance with the current legislation of the Republic of Kazakhstan.



## Appendix 1

**I. PERSONAL DATA**

Surname \_\_\_\_\_

Name \_\_\_\_\_

Patronymic \_\_\_\_\_

*(filled out according to the identity document)*

Current place of work: \_\_\_\_\_

Current position: \_\_\_\_\_

e-mail: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

IIN: \_\_\_\_\_

*(individual identification number)*

Date of birth (day, month, year)	
Place of birth	
Nationality *	
Family composition	
Education	
Academic degree	
Year of graduation and name of educational institution(s)	
Qualification in the specialty	
Academic degree, academic title	
Diplomatic rank	
Military, special rank, class rank	
State awards, honorary titles	
Information on disciplinary sanctions	
Information on disciplinary sanctions for committing a corruption offence	

**II. LABOR ACTIVITIES**

Date		Position, place of work, location of the organization
hiring	dismissals	

**III. Read disciplines**

Read disciplines	Educational program code

**IV. EXPERIENCE**

Total length of service (in years)	
------------------------------------	--

Experience in the specialty (in years)	
Scientific and pedagogical experience (in years)	

### V. LEVEL OF ENGLISH PROFICIENCY

Level	Mark (+)	Supporting document/date of issue/valid until
Beginner (A1)		
Intermediate beginner (A2)		
Intermediate (B1)		
High average (B2)		
Advanced (C1)		
Professional (C2)		

### VI. PARTICIPATION IN SCIENTIFIC PROJECTS IN RECENT YEARS:

Name of the scientific project	Customer	Role	Status	Year

### VII. LIST OF PUBLICATIONS

In domestic publications (year, title)	In foreign publications (year, title, quartile)	In the proceedings of international conferences (year, title)	Textbook, teaching aid, monograph (year, title)

### VIII. H-INDEX / HIRSCH INDEX

**h-index - \_\_\_\_\_**

## Appendix 2

**Bulletin for secret ballot  
for attestation of employees**

Meeting of the Commission dated " \_\_\_\_\_ 202 \_\_\_\_ . Protocol No.  
Department \_\_\_\_\_

\_\_\_\_\_

Institute \_\_\_\_\_

\_\_\_\_\_

№	Full name	Job title	Voting results
1		Recommend 1 year 3 years	Not recommended
2		Recommend 1 year 3 years	Not recommended
3		Recommend 1 year 3 years	Not recommended

**Note:**

When voting, a member of the Commission must clearly express his position on each employee by crossing out or circling the appropriate voting options

**Change Registration Sheet to** \_\_\_\_\_

*(document designation)*

**Amendment record sheet**

Sequential number of amendments	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date	Amendment made	
				Date	Surname and initials, signature, position