SATBAYEV UNIVERSITY	MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN NON-PROFIT JOINT STOCK COMPANY « K.I. SATPAEV KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY	
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INTERNATIONAL COOPERATION

DP KazNRTU 717

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PREAMBLE

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CONTENT

1. Purpose and scope 4
2. Regulatory references 5
3. Terms, definitions, designations and abbreviation 6
4. Functions and Objectives of the OIC 6
5. Procedure Description 8
6. Risk management 15
7. Evaluation, analysis, and improvements 15
8. List of Forms 16
Change registration sheet 17

INTERNATIONAL COOPERATION

Documented Procedure No. 717

1 PURPOSE AND SCOPE

1.1 This documented procedure establishes the responsibilities and the procedure for carrying out activities related to the planning, organization, and monitoring of the international cooperation process aimed at improving the organization and increasing the effectiveness of international relations of K.I. Satbayev Kazakh National Research Technical University (hereinafter referred to as the University, KazNRTU) with universities and other organizations of foreign countries in the fields of educational, research, innovation, and public activities.

1.2 This procedure has been developed in order to establish a unified procedure for carrying out activities related to the international activities of the University. The Office of International Cooperation (hereinafter referred to as OIC) is responsible for the implementation of the process "International Activities."

1.3 All activities under this procedure are supervised by the Member of the Management Board – Vice-Rector for Science and International Cooperation and implemented by the Head of the Office of International Cooperation.

1.4 This procedure is mandatory for implementation by the structural units, officials, employees, and students of the University.

1.5 This procedure is an internal regulatory document of the University and is not subject to disclosure to other parties, except to auditors of certification bodies during management system audits, as well as to consumers or partners (upon their request) with the permission of the Head of the University.

The international activities of the University are aimed at integrating the University into the global educational and scientific community and providing the University with additional opportunities to develop its competitive advantages.

The purpose of the international activities process is to optimize the organization and enhance the effectiveness of international cooperation in the fields of education and scientific research of the University.

The Office of International Cooperation, under the leadership of the Head of the Office of International Cooperation, coordinates the process of the University's international activities.

The process of the University's international activities is organized and carried out in accordance with the international agreements of the Republic of Kazakhstan, bilateral agreements with foreign institutions and organizations, international projects and programs, regulations and instructions of the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Charter of KazNRTU, orders of the University management, decisions of the governing bodies of the University, and the internal standards of the University.

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

- cooperation in the fields of education and science with educational institutions, research organizations, and governmental bodies of foreign countries within the framework of bilateral agreements;
- assistance in arranging internships for University students, as well as participation in international events during the academic year;
- organization of visits and receptions of foreign delegations;
- organization of invitations for foreign scholars and experts to deliver lectures to bachelor's, master's, and doctoral students, as well as to provide consultations to the University's academic staff;
- identification and organization of international development opportunities, including scholarship programs, projects, internships, courses, and seminars for students, academic staff, and employees of KazNRTU, as well as participation in international exhibitions;
- implementation of double degree programs with partner universities abroad;
- implementation of international research projects.

The procedure for carrying out each of the above-mentioned activities is described in Section 5.

2 REGULATORY REFERENCES

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

2.1 The Constitution of the Republic of Kazakhstan, adopted on 6 September 1995.

2.2 Law of the Republic of Kazakhstan" on education " No. 319-III Law of the Republic of Kazakhstan dated 27.07.2007

2.3 The Law of the Republic of Kazakhstan "On science" dated February 18, 2011 No. 407-IV LRK

2.4 The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan", dated 11 July 1997, No. 151-I.

2.5 Law of the Republic of Kazakhstan "On Combating Corruption", dated 18 November 2015, No. 410-V.

2.6 Rules of the Ministry of Education and Science of the Republic of Kazakhstan "On the Organization of International Cooperation Conducted by Educational Institutions", dated 27 December 2007, No. 661.

2.7 Charter of the NJSC K. I. Satpayev KazNRTU;

2.8 Quality guide to K. I. Satpayev KazNRTU;

2.9 Regulatory Documents of NJSC K. I. Satpayev KazNRTU.

3 TERMS, DEFINITIONS, DESIGNATIONS, 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 agreement on cooperation between a University and a foreign organization, on the basis of which a draft agreement on cooperation is developed.

3.2 Designations and abbreviations

MSHE RK – Ministry of Science and Higher Education of the Republic of Kazakhstan

OIC – Office of International Cooperation

RO – Registrar's Office

Academic Staff – Academic and Teaching Staff

DLAaPP – Department of Legal Affairs and Public Procurement

DFA – Department of Finance and Accounting

JEP – Joint Educational Program

DDP – Double Degree Program

4 FUNCTIONS AND OBJECTIVES OF OIC

4.1 In accordance with this procedure, the main functions of the OIC are defined as follows:

- assisting institutes in establishing cooperation with foreign universities, organizations, and other institutions;
- organizing activities related to student and academic staff mobility, including incoming and outgoing academic mobility, as well as all international programs under which academic mobility is implemented;
- assisting the relevant structural units of the University in the development and implementation of joint and double-degree educational programs;
- organizing the reception of foreign delegations;
- identifying and organizing international educational development opportunities, including the search for projects, internships, courses, and seminars for students, academic staff, and employees of the University, as well as participation in international exhibitions.

4.2. Objectives of OIC:

- One of the main objectives of the University's international activities is to develop academic partnerships with foreign universities, within the framework of which international educational and research projects are implemented. To achieve this objective, it is necessary to continuously search for, develop, and establish mutually beneficial relations with universities that hold high positions in global rankings, as well as with educational and research organizations, to create international partnerships, and to achieve international quality standards in research and educational programs;

- Ensuring the competitiveness of young researchers and academic staff, doctoral candidates, master's students, and students in both the national and international labor markets is also one of the objectives of the Office of International Cooperation. Enhancing the prestige of the University in the educational market is likewise an important goal of the OIC.To achieve these objectives, students, academic staff, and employees of the University are provided with opportunities to exchange experience and research achievements, engage in educational activities, and promote advanced ideas. The results of joint research conducted by different universities can make a significant contribution to the development of various sectors of the economy. Cultural exchange is also of great importance. In addition to acquiring knowledge, participants in academic mobility programs have the opportunity to become familiar with living conditions in other countries and study their culture and language;

- An integral part of the development of international cooperation is direct interaction with foreign colleagues and partners through the invitation of international experts and the reception of foreign delegations.

The objectives of receiving foreign delegations, groups, and individual foreign citizens at the University are as follows:

- integration of the University into the international educational and scientific community;
- establishment and maintenance of an educational and research center of world-class level;
- development of the University's international relations;
- implementation of joint research activities;
- implementation of joint educational programs;
- undertaking internships, advanced training, professional development, and retraining programs;
- participation in round tables, symposia, seminars, conferences, forums, exhibitions, and similar events;
- conducting negotiations and meetings;
- participation in international projects and programs implemented with the involvement of the University;
- implementation of scientific, educational, and other tasks within the framework of agreements, contracts, grants, and other arrangements concluded by the University;

- other objectives in the interests of the University.

5. PROCEDURE DESCRIPTION

5.1. Cooperation in the fields of education and science with educational institutions and research organizations of foreign countries within the framework of bilateral agreements.

Cooperation of the University with educational institutions and research organizations of foreign countries within the framework of bilateral agreements is carried out with the aim of integrating the University into the global educational and scientific community, developing international relations, and increasing the effectiveness of cooperation. Cooperation within the framework of bilateral agreements is carried out through the following stages:

5.1.1 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 feasibility of concluding a bilateral agreement, the interested structural unit of KazNRTU, in particular an Institute, prepares an internal memorandum (F KazNRTU-403-03) and a submission (F KazNRTU-403-10, Submission), containing the purpose of establishing partnership relations and information about the foreign educational or research institution, the achieved level of cooperation, prospects for bilateral cooperation, and other relevant information.

5.1.2 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.

5.1.3 Preparation and approval of the draft Agreement.

When drafting a cooperation agreement between the University and foreign educational and research institutions, priority areas and forms of cooperation, the duration of the agreement, and the terms for its implementation are defined.

The draft agreement is prepared by the Institute with the assistance of OIC. After the draft agreement is reviewed and approved by the Department of Legal Affairs and Public Procurement (DLAaPPD), the Institute submits the draft for consideration by the University management.

5.1.4 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.

The copies of the Agreement are identical and have equal legal force. The original copy of the Agreement of the University shall be kept at the DLAaPPD. Copies shall be kept at the Institutes and the OIC.

Upon completion of the Agreement signing procedures, the Institute shall obligatorily notify the Office of International Cooperation in writing about the establishment of cooperation with the foreign organization and provide a copy of the Agreement.

5.1.5 Compliance with the terms of the Agreement.

The persons responsible for the implementation of the Agreement, together with the Office of International Cooperation (OIC), develop working programs or cooperation plans that define specific cooperation activities, the timelines for their implementation, and regulate the financial relations between the parties.

If necessary, amendments or additions may be made to the Agreement, which shall be executed as separate annexes and shall be considered an integral part of the Agreement.

5.1.6. The OIC provides assistance and support to interested structural units (Institutes, departments) in identifying and applying for international research (grant) projects.

5.2. Organization of the external (international) academic mobility program for students and academic staff.

The organization of the external (international) academic mobility program for students is described in detail in DP 718 Academic Mobility.

5.3. Official travel of academic staff and University employees abroad.

The decision on sending academic staff and University employees on an official business trip abroad is made by the University management. In order to make a decision on sending an employee on an official business trip abroad, the interested person shall submit the following documents to the University management no later than 15 calendar days prior to departure:

- an internal memorandum (Form KazNRTU-403-03) from the employee being sent on the business trip, indicating the duration of the trip and the source of funding;
- a copy of the invitation;
- a travel cost estimate (if the expenses are covered by the host organization, a financial calculation is not required).

Upon return from the business trip, the employee shall submit a report on the completion of the assignment (F KazNRTU-717-02) no later than 5 calendar days after the return date, as well as an advance report.

Based on the approved advance report, reimbursement of travel expenses shall be made if the trip is financed from the University's funds.

Departure without proper documentation and return to the University later than the period specified in the official order without proper justification due to the fault of the employee (academic staff member or staff member) shall be considered unauthorized absence (absence from work) and shall entail disciplinary measures.

5.4 Reception of foreign delegations.

5.4.1 Making a decision to accept a foreign delegation.

The OIC prepares an internal memorandum addressed to the Head of the University containing information about the foreign educational or research institution, the current level of cooperation achieved, the prospects for bilateral cooperation, and other relevant details.

Upon a positive decision by the University management regarding the reception of the delegation, the OIC prepares an official invitation, which is signed by the Rector/Vice-Rector and sent to the invited organization.

5.4.2 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;
- contact person representing the interests of the delegation (Full Name, contact 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.

5.4.3 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:

- a program of the delegation's visit approved by the Head of the University or the supervising Vice-Rector for Science and International Cooperation;
- an estimate of the anticipated expenses for receiving and hosting 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;
- an internal memorandum requesting transport services;
- an internal memorandum requesting the provision of meeting facilities;
- an internal memorandum requesting technical support and assistance during the event;
– an internal memorandum requesting the organization of video and photo recording;
– upon completion of the meeting, minutes (Form KazNRTU-403-02) are prepared, signed by the Director of the Office of International Cooperation (OIC), and approved by the Head of the University.

5.5 Organization of invitation for foreign scientists.

The invitation of foreign scholars (F KazNRTU 717-04) is processed through the Office of International Cooperation (OIC) of KazNRTU in accordance with the established procedure and in advance through planning for subsequent semesters.

The inviting structural unit of the University shall provide the OIC with information regarding the invitation of foreign citizens and all required documents no later than 40 days prior to the planned date of the scholar's entry.

Interaction with the Representative Office of the Ministry of Foreign Affairs of the Republic of Kazakhstan in Almaty and the Migration Service of the Migration Police Department of the Internal Affairs Directorate in Almaty regarding visa support for invited foreign citizens shall be carried out exclusively through the Office of International Cooperation of KazNRTU.

A visa for entry into the Republic of Kazakhstan is issued to a foreign citizen on the basis of an invitation for employment at a consular office of the Republic of Kazakhstan in the foreign citizen's country. During the period of employment, the foreign citizen may obtain the following visas through the University's petition submitted to the Migration Police Department of the Internal Affairs Directorate of Almaty:

- business visa (B1, B2, B3);
- visa for employment purposes (C1, C2, C3).

To obtain or extend a visa, the following documents are required:

- Invitation letter in three copies and an electronic version of the invitation;
- Extract from the official order certified by the HR Department seal;
- Employment contract certified by the HR Department seal;
- Diploma with apostille (scanned copy) and notarized translation;
- Certificate with apostille (scanned copy) and notarized translation;
- Passport (scanned copy);
- Visa application form (or completed at the Representative Office of the Republic of Kazakhstan);
- Personal information sheet;
- State fee of 0.5 MCI paid by the University (Budget Classification Code 108126, Payment Purpose Code 911);
- Single-entry visa state fee – 7 MCI (paid at the Representative Office of the Republic of Kazakhstan);
- Multiple-entry visa state fee – 30 MCI (paid at the Representative Office of the Republic of Kazakhstan).

5.5.1 5.5.1. To invite a foreign scholar within the framework of the "Visiting Foreign Scholar" Program of the Ministry of Science and Higher Education of the Republic of Kazakhstan, the OIC informs the Institutes (departments) of the University.

The Institutes submit to the OIC a package of documents containing information about the invited professor and the period of his/her stay, a work plan for the invited foreign scholar (Form KazNRTU 717-03) for delivering guest lectures to PhD doctoral students, master's students, and bachelor's students, previously approved by the Directors of the Institutes, a copy of the passport, a copy of the document confirming the academic degree, and a brief profile of the scholar (in free form).

The invitation processing period is 7–10 days. All documents must be officially submitted to the OIC.

Within three days, the supervising Vice-Rector and the Head of the OIC review the documents and submit the required materials for consideration to the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK).

Upon receiving a positive decision from the MSHE RK, the OIC of KazNRTU, together with the relevant structural units, prepares the necessary documents for the scholar's arrival.

After completion of the scholar's work, the Institutes prepare a report on the work performed by the invited foreign scholar and submit it to the OIC. Within five working days, the Department of Finance and Accounting (DFA) makes payment to the foreign scholar in accordance with the certificate of services rendered.

At the end of the year, the OIC submits all reports of invited foreign scholars to the MSHE RK.

5.5.2. Provision of supporting documents on the first day of arrival of the foreign scholar for payment processing:

- original passport for registration with the migration police;
- taxpayer identification number (if available);
- in case a document confirming the tax residency of the non-resident is provided, NJSC KazNRTU has the right to apply the provisions of the relevant international agreement regarding exemption from or reduction of the tax rate on non-resident income in the Republic of Kazakhstan;
- service agreement (concluded between KazNRTU and the foreign scholar for the period of the scholar's stay).

Upon completion of the contract, payment shall be transferred to the Executor's bank account based on the Act of Services Rendered.

The Office of International Cooperation (OIC) reserves the right to request additional documents if necessary.

For the duration of the contract between KazNRTU and the foreign scholar, the OIC carries out all formalities related to the registration of the foreign citizen in accordance with the purpose of stay. The OIC shall not be responsible if the foreign scholar is denied a visa, or if the purpose or validity period of the visa is changed by the consulates of the Republic of Kazakhstan abroad as a result of the interview.

5.6. Joint / Double-Degree Educational Programs

A Joint Educational Program is an educational program developed and implemented by two (or more) partner higher education institutions (Kazakhstani institutions or a Kazakhstani and a foreign institution), which предусматривает awarding graduates who have successfully completed the program joint degrees (qualifications) from two (or more) higher education institutions, with the issuance of the relevant higher education documents (transcripts, certificates).

A Double-Degree Program is a form of education that allows students to study in parallel under educational programs with the aim of obtaining two equivalent diplomas or one main diploma and a second additional diploma.

The mobility of students is carried out within the framework of the **"Double-Degree Program"** at the expense of the students' own funds, the University's funds, or other funding sources.

5.6.1. Double-Degree Program Implementation Scheme

The implementation of the program is described in detail in the Regulation on the Development and Implementation of Joint / Double-Degree Educational Programs:

https://official.satbayev.university/ru/vnutrennie-normativnye-dokumenty/3-uroven-korporativnoe-upravlenie

6 RISK MANAGEMENT

Risk Name and Description	Causes of Risk	Consequences of Risk	Risk Prevention / Mitigation Measures	Supporting documentation
Bureaucratic delays in concluding a bilateral agreement	Disruption of business trips, disruption of the "Academic Mobility" program, and reception of foreign academic staff	Decrease in the number of exchanges, students and academic staff traveling abroad; decline in the University ranking	Electronic document management system	Internal memorandum
Untimely submission of documents under the "Invited Foreign Scholar" Program	Low number of applicants, refusals due to insufficient funding	Underutilization of allocated funds	Full funding (additional financial support from the University)	Internal memorandum
Refusal of invited professors to visit and deliver lectures	Late transfer of funds (end of the fiscal year)	Underutilization of allocated funds	Increased and timely funding	Letter from the Ministry of Science and Higher Education of the Republic of Kazakhstan
Failure to implement the Double Degree Program	Low number of applicants, refusals due to lack of funding	Decrease in the University ranking	Additional funding from the University budget; further employment of graduates at the University	Internal memorandum

7 EVALUATION, ANALYSIS AND IMPROVEMENTS

7.1 Preparation of the Annual Report on International Cooperation

The annual report is prepared once a year: in December.

The annual report includes information on:

- the overall status of the University's international activities;
- business trips of University staff and students abroad during the reporting year (based on the analysis of the business trip database and reports on the results of business trips);

- foreign delegations received by the University;
- the progress of implementation of cooperation agreements;
- the mobility of University students sent abroad;
- the invitation of foreign scholars and experts to deliver lectures to bachelor's, master's, and doctoral students, as well as to provide consultations to the University's academic staff.

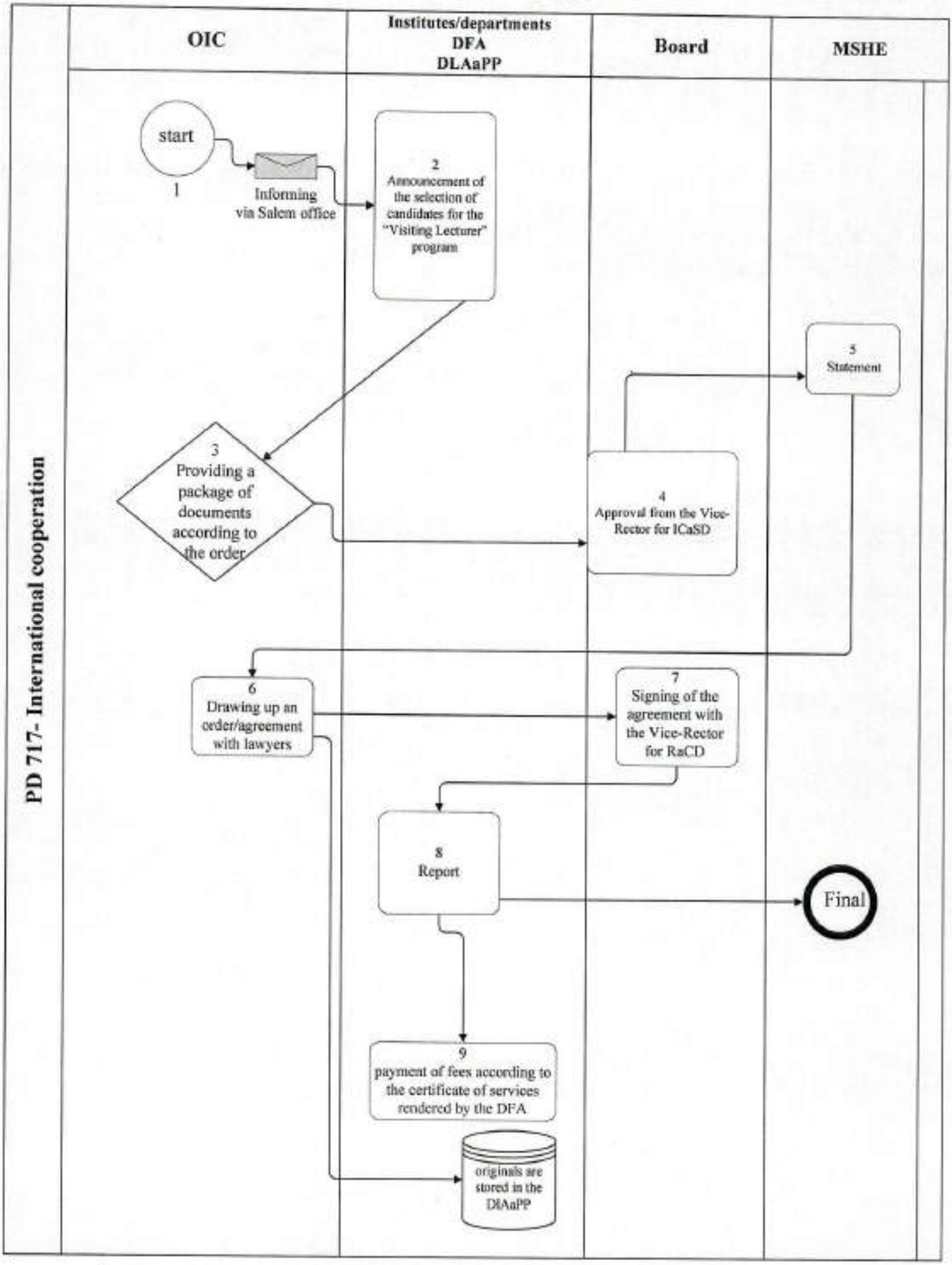
The annual report is approved by the Rector of the University.

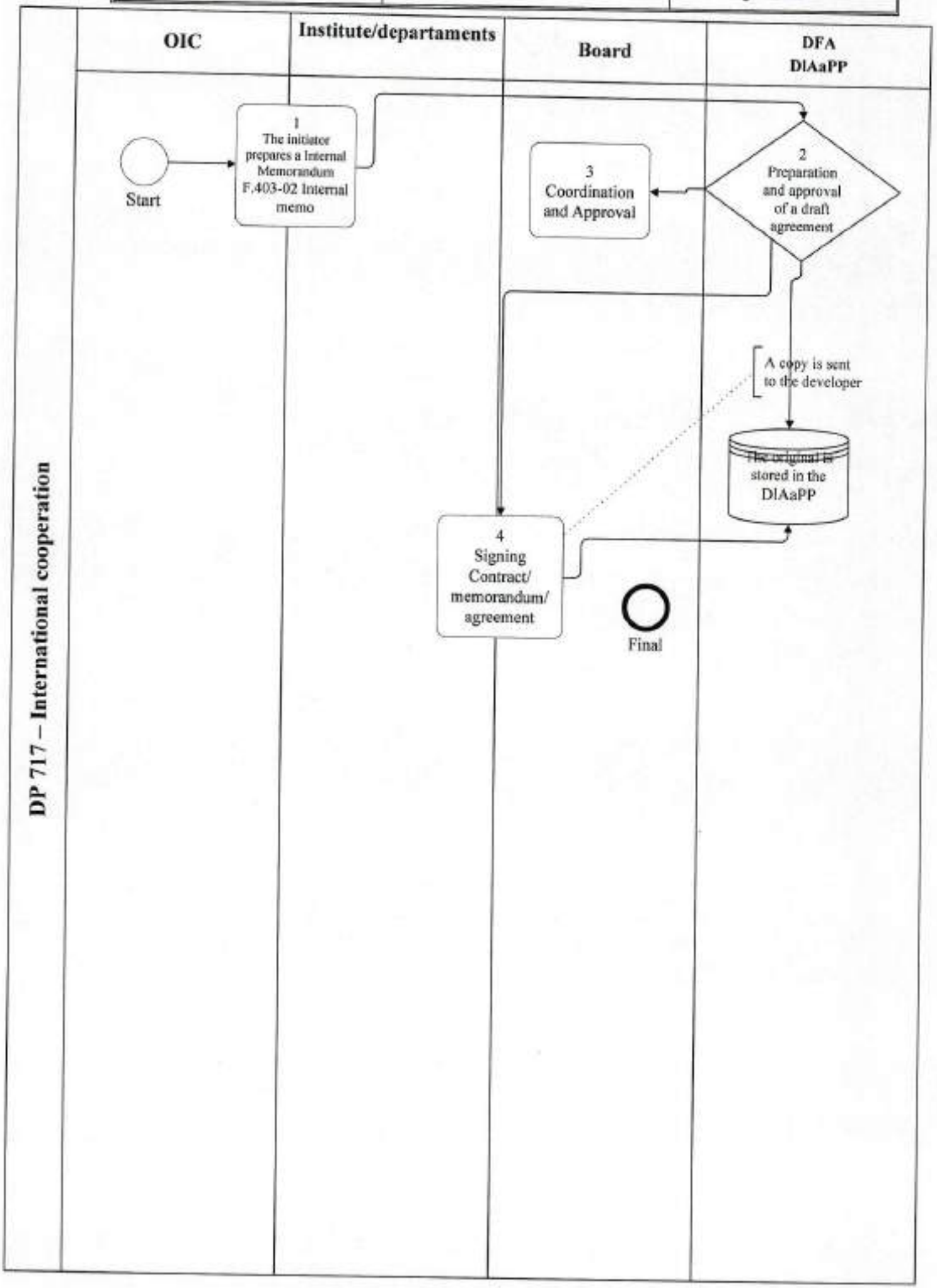
7.2 In order to improve the quality of the process, the OIC conducts an analysis of the indicators of international activities, the results of which are submitted for consideration to the departments.

7.3 The OIC prepares a report on the results of the "International Cooperation" process in accordance with DP 502 Management Review Procedure. The consolidated report, together with recommendations, is presented by the Director of the OIC to the Academic Council, and based on the results of the analysis, decisions aimed at improvement are adopted.

LIST OF FORMS

№	The name of the form	Form	Storage Location
1	Minutes	Form KazNRTU 403-02	OIC
2	Internal Memorandum	Form KazNRTU 403-03	OIC
3	Submission	Form KazNRTU 403-10	OIC
4	Application	Form KazNRTU 601-03	OIC
5	Report on Foreign Business Trip	Form KazNRTU 717-02	OIC
6	Foreign Professor's Work Plan	Form KazNRTU 717-03	OIC
7	Invitation of Foreign Professors	Form KazNRTU 717-04	OIC


PD 717- International cooperation
OIC
Institutes/departments
DFA
DLAaPP
Board
MSHE
start
1
Informing via Salem office
2
Announcement of the selection of candidates for the "Visiting Lecturer" program
3
Providing a package of documents according to the order
4
Approval from the Vice-Rector for ICaSD
5
Statement
6
Drawing up an order/agreement with lawyers
7
Signing of the agreement with the Vice-Rector for RaCD
8
Report
Final
9
payment of fees according to the certificate of services rendered by the DFA
originals are stored in the DlAaPP


DP 717 – International cooperation
OIC
Institute/departaments
Board
DFA
DlAaPP
Start
1
The initiator prepares a Internal Memorandum F.403-02 Internal memo
2
Preparation and approval of a draft agreement
3
Coordination and Approval
A copy is sent to the developer
The original is stored in the DlAaPP
4
Signing Contract/ memorandum/ agreement
Final

CHANGE REGISTRATION SHEET_____

to the document

Serial Number of Change	Section, Clause of the Document	Type of Change (replace, cancel, add)	Notification Number and Date	Change Introduced	
				Date	Surname, initials, signature, position