

## REGULATION

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ON CONTINUOUS PROFESSIONAL DEVELOPMENT AT  
M. NARIKBAYEV KAZGUU UNIVERSITY

## **1. Scope**

The Regulation provides the basic requirements for continuous professional development. This document is part of the University's regulatory documentation, providing the regulation of the University in terms of implementation of continuous professional development and is obligatory for implementation and valid within M. NARIKBAYEV KAZGUU UNIVERSITY Joint-Stock Company.

## **2. Terms and abbreviations**

2.1. The following abbreviations are applied in these Regulations:

- RK – Republic of Kazakhstan;
- MSE RK – Ministry of Science and Education of the Republic of Kazakhstan;
- KAZGUU – M. Narikbayev KAZGUU University Joint Stock Company;
- DLS – Department of Legal Support;
- FDSD – Financial Development and Supervision Department;
- AD – Accounting Department;
- DSHR – Department of Strategy and HR;
- Regulation – Regulation on continuous professional development at M. Narikbayev KAZGUU University;
- Schools – Law School, International School of Economics, School of Liberal Arts and Business School;
- Faculty - Faculty members;
- AMP - Administrative and Managerial Personnel;
- Courses – Courses of professional development;
- Plan – Plan of professional development.

## **3. Responsibilities**

3.1. Responsibilities for the development of the Regulation, its coordination, approval, registration, and enactment shall be allocated as follows:

- Director of DSHR takes responsibilities for the development of the Regulation, namely its content, structure, layout, approval;
- Head of DLS takes responsibilities for the legal examination;
- Chairman of the Board makes the decision on the final draft version and approval of the Regulation;
- DSHR Director takes responsibilities for informing the KAZGUU employees on the approved Regulation.

## **4. Legal Instruments**

4.1. The following legal documents are referred to in this Regulation:

Constitution of RK, Civil Code of RK, Labor Code of RK, Administrative Procedural Code of RK, Law On Education of RK, Law On Joint Stock

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Companies of RK, Rules for Organising and Conducting Professional development Courses for Teachers, as well as Post-Course Support for Teachers.

(approved by Order of the Minister of Science and Education of RK, dated 28<sup>th</sup> January, 2016, No. 95), Qualification reference book for managers, specialists and other employees (approved by Order of the Minister of Labor and Social Protection of Population of the RK, dated 31<sup>st</sup> December, 2020, No. 553), KAZGUU Charter, KAZGUU Strategic Development Plan, KAZGUU Personnel Policy, KAZGUU Faculty Regulation, KAZGUU Personnel Regulation.

## **5. General provisions**

5.1 Regulation on continuous professional development at KAZGUU is developed to implement the M. Narikbayev KAZGUU University Strategic Development Plan for 2021-2023, with the aim to create equal opportunities for employees' continuous development, to form and improve their professional skills, advance professional level and competence on/off-the-job.

5.2. The created equal opportunities for continuous on-the-job development of employees will allow them to improve knowledge and skills in their profession in line with the higher education innovations, including the emergence of new functional requirements.

5.3. Professional development programmes are designed according to the set of competences of the higher education organization employees.

5.3.1. Sets of competences for the Faculty members:

1. Professional values;
2. Professional knowledge and research activities;
3. Teaching/learning and educational practices;
4. Professional development.

5.3.2. Sets of competences for administrative and managerial staff:

1. Professional values;
2. Professional skills;
3. Leadership;
4. Effective communications.

5.4. The main objectives are the development of new and effective programmes for continuous improvement and professional development, the creation of equal opportunities for the continuous development of all employees, the timely provision of the University with highly qualified personnel meeting modern requirements.

5.5. Professional development for the Faculty and AMP is also provided in accordance with the requirements of the MSHE RK under the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 95 dated 28<sup>th</sup> January, 2016, Rules for Organising and Conducting Professional development Courses for Teachers, as well as Post-Course Support for Teachers.

5.6. The University takes responsibility for the development of human capital, continuous and comprehensive training and reasonable use of KAZGUU workforce capacity, ensuring the positive environment for continuous training of employees, including educational leave.

## **6. Forms, types and duration of professional development**

6.1. Continuous professional development is provided for the Faculty and AMP at all levels and departments.

6.2. Continuous professional development is carried out in accordance with the professional development programs, based on the sets of competencies specified in sections 5.3.1 and 5.3.2.

6.3. As required by the MSE RK, professional development is implemented on terms and conditions specified in the Order referred to in section 5.5.

6.3.1. For the Faculty – at least every five years, off-the-job and not less than 72 hours, considering the field of higher and (or) postgraduate education;

6.3.2. For the AMP, particularly for managerial personnel, professional development in the field of management – at least once every five years.

6.4. For the rest AMP, professional development is provided based on the request to the DSHR by the heads of the structural divisions.

6.5. Courses duration:

1) Courses conducted on the territory of the Republic of Kazakhstan:

- short-term courses – at least 8 contact hours;
- mid-term courses – at least 36 contact hours;
- long-term courses – at least 108 contact hours.

2) Courses conducted abroad:

- short-term courses - at least 36 contact hours;
- long-term courses - up to 1 (one) year.

6.6. Types of courses conducted by the University:

- professional development courses;
- language courses (English, Kazakh languages);
- courses on internal information systems including Canvas LMS;
- target-oriented training / retraining due to changes in the position, changes in job responsibilities, introduction of new practices or projects.

## **7. Professional development organization procedures**

7.1. The courses conducted at KAZGUU are organised, delivered and coordinated by the DSHR.

7.2. The Course organisation includes three stages:

- 1) preparatory;
- 2) main;
- 3) final.

7.3.1 The preparatory stage starts with the call for applications from KAZGUU structural divisions and preliminary cost estimate of training per participant under the professional development programme for the approved academic year.

7.3.2 In addition to applications from structural divisions, courses may be organised based on an ongoing DSHR analysis covering recommendations from Deputy Chairmen and heads of departments, as well as individual employee requests. The results of KPI-based employees performance evaluations, decisions made during strategy meetings, etc., can also be taken into account.

7.4. Structural divisions, including Schools, annually by June the 1<sup>st</sup> shall submit an application in accordance with Appendix 1, with a list of AMP and Faculty members intending to take courses.

7.5. The DSHR by August the 1<sup>st</sup> shall consolidate the proposals received, including the results of their own analysis in accordance with section 7.3.2., and prepare the Plan;

7.6. The DSHR jointly with the Schools, develops a draft Course programme, calculates (estimates) the cost of training per participant under the Course programme for the approved academic year.

7.6. In accordance with the KAZGUU Budget Regulations, the DSHR plans, presents, and defends the Course budget for the upcoming academic year at the meeting with the Management Board, and ensures the timeliness and accuracy of its implementation.

7.7 The DSHR ensures that the KAZGUU employees are aware of the Course Plan within five working days after its approval by mailing through the official communication channel (e-mail).

7.8 The DSHR coordinates the Course Plan with the Provost and approves by the Chairman of the Board.

7.9. The preparatory stage involves:

- 1) compilation of the final list of the Course participants;
- 2) preparation of the training schedule;
- 3) classrooms booking;
- 4) preparation and duplication of the course materials.

7.10. The Course teaching staff (trainers) may be full-time teachers and employees of the University, teachers and employees of other educational institutions, managers and specialists of enterprises, state and non-state organizations on civil law contracts in the order stipulated by the legislation of the Republic of Kazakhstan. Persons with higher education shall be admitted to pedagogical activity. Degrees of these persons shall be confirmed by the documents on the relevant level of education and (or) qualification.

7.11. Professional development courses may be conducted in Kazakh, Russian or English languages.

7.12. Academic programmes are delivered both offline and online, using online platforms, including Canvas LMS.

7.13. DSHR issues an order to conduct professional development courses.

7.14. DSHR ensures the signing training contracts / supplementary agreements with employees for professional development courses at the University's expense in the standard form approved by the executive body (Board).

7.14. The main stage involves:

- 1) reconciliation of the participants provisional list with those actually present by the responsible DSHR employee;
- 2) amendments to the list, checking the accuracy of the participants' personal data, if necessary;
- 3) ensuring the sessions with trainers are conducted according to the schedule;
- 4) preparation of documentation on the course outcomes.

7.15. The final stage involves:

- 1) surveys for participants regarding their satisfaction with the attended courses quality and applicability of the knowledge / skills acquired;
- 2) preparation of reports on trainers' completed work;
- 3) issuing certificates of Course completion.

7.15. If an employee fails to complete the Course programme, he / she shall be expelled from the Course with a relevant statement indicating the reason for exclusion and mandatory reimbursement of the costs incurred for the organisation and delivery of the Course by KAZGUU.

7.16. If an employee fails to complete the Course programme for a valid reason, the employee will be enrolled in the next Course.

7.17. Employees successfully completed the Course shall be awarded with the certificate of the professional development course indicating the number of hours and signed by the Head of KAZGUU with a colored stamp.

7.18 The terms and conditions for working out and reimbursement shall be reflected in the training contract.

## **8. Amendments**

8.1. Amendments to these Regulations shall be made by an order of the Chairman of the Board.

**DEVELOPED BY:**  
**DSHR Director**



**Kussainova A. Zh.**

## Application

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