



INTERNATIONAL SCHOOL
OF ECONOMICS KAZGUU

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**REGULATIONS ON THE ISE CAREER, INTERNSHIP AND
EMPLOYMENT CENTRE**

Nur-Sultan, 2021

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1. General provisions

1.1. The Internship, Career and Employment Centre (hereinafter referred to as the Centre) is a structural subdivision of the International School of Economics of the M.S. Narikbayev KAZGUU University.

1.2. The organisation, reorganisation and termination of the Centre shall be approved by the order of the Provost of the University.

1.3. The Centre reports to the Director of ISE, interacts with all structural subdivisions of the university.

1.4. The appointment and dismissal of the Director of the Centre, as well as the replacement of the Director of the Centre during his/her absence shall be made in agreement with the Director of ISE.

1.5. The present Regulations of the Centre shall establish the requirements for the administrative and legal attribution to the Centre of its status, organizational structure, functional duties, authority (rights) and responsibilities.

1.6. The requirements of present Regulation of the Centre shall be mandatory for all employees of the Centre and shall be the basis for drawing up the job instructions.

1.7. The Centre's activities shall be guided by:

- The Act No. 319-III of the Law of Republic of Kazakhstan from July 27, 2007 'On Education' (as amended and updated);
- The Labour Code of the Republic of Kazakhstan dated 23.11.2015 No. 414-V;
- The model rules of activity of higher and postgraduate education organisations, approved by the Resolution of the Government of the Republic of Kazakhstan dated 16.10.2013 No. 420 (as amended on October 29, 2018 No. 592);
- The rules of organisation of educational process on 'credit technology of education', approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from April 20, 2011 № 152 (with amendments and additions from 02.11.2018);
- The academic policy of the University;
- These regulations.

2. Aims and objectives

3.1. The main aim of the Centre is to create conditions for effective career development of university students and to facilitate successful employment of graduates in accordance with their major field of study.

3.2. Main objectives of the Centre:

- conducting information and analytical work;
- organisation of activities aimed at promoting employment of graduates;
- monitoring the employment of graduates;
- forming recommendations for updating educational programmes;
- cooperating with employers.

4. Main functions and areas of activity

4.1. Functions of the Centre:

- monitoring the situation on the labour market, analysing the dynamics of applications from employers and timely informing graduates and students thereon;
- organising informative and advisory support for university students and graduates on employment issues;
- annual monitoring of graduates' employment rates;
- keeping records of young specialists graduating from the university;
- establishing long-term partnerships with employers for targeted professional training;
- formation of a data bank of employers and their vacancies for the university's educational programmes, an electronic database of graduate students and job applicants;
- posting up-to-date information on the university's website and social networks;
- conducting a survey of employers to identify the strengths and weaknesses of graduates;
- making proposals to adjust curricula in accordance with employers' requirements to the level of graduate training;
- assisting students and graduates in organising internships and practical training programmes;
- organising and holding employment events for university students and graduates: career days, presentations of companies, occupations (professions), seminars, master classes, conferences, alumni meetings within the Centre's areas of activity;
- analysing the effectiveness of the activities being carried out;
- preparation of methodological manuals for students, graduates, employers;
- timely preparation of the established reporting documentation;
- co-operation with local executive authorities implementing youth policy;
- ensuring, within its competence, the protection of information constituting a state secret and other information of restricted distribution (including personal data);
- keeping records within its competence, carrying out in accordance with the legislation of the Republic of Kazakhstan the work on acquisition, storage, accounting and use of archival documents formed in the course of the Centre's activity;
- ensuring the security of the Centre's property.

4. Centre's Structure

4.1. The Centre is a structural unit within the University's ISE structure.

4.2. The structure, staff number and staff schedule of the Centre shall be approved by the Provost upon submission of the School's Director.

4.3. The distribution of responsibilities among the employees of the Centre shall be made by the Director of the Centre.

5.5. Employees of the Centre shall carry out their activities on the basis of the

legislation of the Republic of Kazakhstan, employment contracts concluded by them, job instructions, local normative legal acts and organisational and administrative documents of the University.

5. Staff members of the CIEC

6.1. The staff of the Centre includes: Director - Deputy Director of ISE; two managers for work with employers, students, etc.;

6.2. Management. The Centre shall be headed by a Director, who shall be appointed to this position by order of the Provost of the University.

The Director or the person replacing him/her in accordance with the established procedure shall directly manage all activities of the Centre and shall report to the Director of ISE.

6.2.1. The Director shall fulfil the following responsibilities:

- manage the activities of the Centre, ensure the organisation of its work and the fulfilment of the tasks and functions defined in this Regulation;

- supervise the activity of the Centre's employees;

- make proposals to the coordinating director for the improvement of the Centre's activities and the efficiency of its work;

- draft documents related to the organisation of the Centre's activities;

- organise professional development of the Centre's employees in cooperation with the University departments in charge of this direction;

- ensure that workplaces provide optimal conditions for highly productive, high-quality labour;

- control compliance of the Centre's employees with the legislation of the Republic of Kazakhstan, the Statute and local acts of the University, including the Internal Regulations of the University, occupational health and safety rules and fire safety regulations;

- interact with representatives of local executive bodies, employment centres, youth organisations;

6.2.2. The Director shall have the right to:

- require to perform in full and at a high quality level the duties defined in their job descriptions from the employees of the Centre;

- demand compliance with the legislation of the Republic of Kazakhstan, the Charter of the University, the Internal Regulations of the University, the rules of occupational health and safety, fire safety, implementation of decisions of the Academic Council, orders, instructions and other local acts of the University, instructions of the management of the University by the employees of the Centre;

- request from the heads of other structural units of the University the materials and information necessary for the fulfilment of the tasks and functions assigned to the Centre;

- apply to the Coordinating Director for the incentive of the Centre's employees and for the application of disciplinary sanctions towards them.

6.2.3. The Director is responsible for:

- poor quality and incomplete fulfilment of the tasks and functions assigned to the Centre by this Regulation, non-fulfilment in full and in due time of the

decisions of the Academic Council, orders, instructions of the University and instructions of the University's Management;

- non-compliance with the Kazakhstan's legislation, unreliable information provided to the University's Management;

- the loss of documents produced in the Centre's activity and the disclosure of confidential information held by the Centre;

- failure to take measures to organise and maintain office work in the Centre in accordance with the local documents of the University.

6.2.4. The Employer Relations Manager is obliged to:

- form a data bank of employers and their vacancies for the main educational programmes of the University;

- find and work with potential employers in all programmes of the university (conclusion of a cooperation agreement with employers);

- invite employers to hold employment events for the University graduates: Career Days, Job Fairs, presentations of companies, occupations (professions), thematic exhibitions, competitions, seminars, conferences, etc. in the areas of the Centre's activity;

- follow the orders of the Director of the Career, Internship and Employment Centre.

- assess the quality of knowledge and skills of graduates and interns through a Google-form survey of employers and employed graduates;

- analyse the relevance and jointly update educational programmes with the faculty on the basis of employers' recommendations;

- provide services and information to companies considering students and graduates as potential employees;

- organise company presentations at the university;

- analyse labour market needs.

6.2.5 The Student Services Manager is required to:

- form electronic databases on graduate students and job seekers

- organise employment events for graduates of the University: Career Days, Job Fairs, presentations of companies, occupations (professions), thematic exhibitions, competitions, seminars, conferences, etc. in the areas of the Centre's activity;

- organise and conduct lectures, seminars and trainings for students of the University, increasing the level of personal and business activity and knowledge of job search technology, hold events to train students' self-presentation (interview skills, CV writing, etc.);

- collect, summarise, analyse and provide students with information on the condition and trends of the labour market and the requirements for job applicants;

- organise informational and advisory support to the University graduates on employment issues;

- prepare information, methodological booklets for students, graduates, employers;

- maintain the Centre's page on the official website of the University;

- participate in the implementation of national and regional programmes and projects to promote labour and employment of youth;

- organise and analyse surveys, questionnaires of students after graduation;

- keep records, reports on the results of students' employment;

- follow the orders of the Director of the Career and Employment Centre.
 - receive and process students' applications for internship and employment (conclusion of an internship agreement);
 - conduct tests to assess skills, identify aptitudes in students;
 - inform students about upcoming employment events (job fairs, master classes, courses, etc.);
 - organise meetings with successful graduates of the university;
 - provide students with access to a database of employers and vacancies.
- 6.5. The employees of the Centre shall have the right to:
- involve students in the work of the Centre on a paid basis, taking into account the academic load of students at the University;
 - get acquainted with the decisions of the University management concerning the Centre's activity;
 - provide explanations and recommendations on matters within the competence of the Centre;
 - use computer, photocopying and other office equipment, as well as other material resources of the University necessary to support the activities of the Centre, have access to the relevant information databases, systems of communication;
 - make proposals to the management for the improvement of the Centre's work;
 - interact with other structural units of the University on the issues of activity, including requesting information and materials necessary for carrying out work within the competence of the Centre.

7. Interaction with other divisions

7.1. The Centre closely cooperates with all structural subdivisions of the university, state authorities and organisations, based on the tasks, functions and authorities assigned to it.