

«Қазақ ұлттық қыздар педагогикалық университеті» КеАҚ		NJSC " Kazakh National Women's Teacher Training University "
БІЛІМГЕ ТЕХНОЛОГИЯЛАР ТРАНСФЕРТІ ЖӘНЕ КОММЕРЦИАЛИЗАЦИЯ БӨЛІМІ		DEPARTMENT OF TECHNOLOGY TRANSFER IN EDUCATION AND COMMERCIALIZATION
ҚҰРЫЛЫМДЫҚ БӨЛІМШЕ ТУРАЛЫ ЕРЕЖЕ		REGULATIONS ON STRUCTURAL DIVISION
1 - РЕДАКЦИЯ		REVISION 1

«APPROVED»
By order of the Chairman of the Board – Rector
NJSC «Kazakh National Women's
Teacher Training University»
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POSITION
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1. GENERAL PROVISIONS

1.1. The Department of Technology Transfer in Education and Commercialization (hereinafter referred to as DTTEC) is a structural unit of the Department of Science of NJSC " Kazakh National Women's Teacher Training University " (hereinafter referred to as the Society), carrying out activities aimed at providing scientists and students with advanced research, commercialization and training of scientific personnel and the introduction of advanced technologies into the learning process.

1.2. DTTEC does not have a seal.

1.3. DTTEC will report to the Director of the Department of Science.

1.4. DTTEC is headed by a manager who is appointed on the basis of a competition and dismissed from his position on the basis of an order from the Chairman of the Board - Rector in the manner prescribed by the legislation of the Republic of Kazakhstan and the internal regulatory documents of the Company.

1.5. The requirements of the Regulations on DTTEC (hereinafter referred to as the Regulations) are mandatory for all DTTEC employees to guide their activities and are the basis for the development of job descriptions.

2. REGULATORY REFERENCES

2.1. In its activities, DTTEC is guided by the following external regulations:

- Constitution of the Republic of Kazakhstan (hereinafter – RK);
- Civil Code of the Republic of Kazakhstan;
- Labor Code of the Republic of Kazakhstan;
- Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Languages”, “On Anti-Corruption”, “On State Youth Policy”, “On Non-Profit Organizations”, “On Joint Stock Companies”, “On State Property”, “ On public procurement”, etc.;
- state program for the development of education and science of the Republic of Kazakhstan;
- state compulsory education standards at all levels of education, approved by order of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the MNHE RK);
- orders and instructions of the Ministry of Education and Science of the Republic of Kazakhstan;
- Code of Corporate Governance;
- regulatory legal acts and standards of the Republic of Kazakhstan used in the activities of the Company;
- other normative legal acts regulating the functioning and development of the higher education system.

2.2. Internal regulatory documents of the Company:

- Charter;
- Code of Ethics;
- Code of Academic Honesty;

- Academic policy;
- Personnel policy;
- Strategic development plan;
- Quality assurance policy and objectives;
- Internal regulations;
- Collective labor agreement;
- Orders, instructions of the Chairman of the Management Board - Rector, vice-rectors, decisions of the Management Board, Board of Directors and the Sole Shareholder of the Company;
- Company work plans and DTTEC;
- Documented procedures of the quality management system;
- Anti-corruption standard;
- Documented procedures of the structural unit.

3. GOALS AND OBJECTIVES

3.1. The main objectives of DTTEC are:

- 1) commercialization of the results of scientific and/or scientific and technical activities of scientists;
- 2) search and promotion to the market of competitive commercially promising scientific developments in accordance with the industry focus and regional location of the university;
- 3) carrying out information activities to popularize the idea of commercializing technologies at the university and developing a system of relationships with production, business structures, development institutions, state enterprises, investors for the creation of "Startup" projects;
- 4) attracting investment for the implementation of scientific and innovative projects.

3.2. The main objectives of DTTEC are:

- 1) registration, support, monitoring of commercialization projects in accordance with the current requirements of operators and administrators financing the projects;
- 2) selection, support and monitoring of projects for commercialization, as well as preparation and support of projects for commercialization related to the creation of start-up companies;
- 3) development of the university's intellectual property;
- 4) organization and control of work on the search for protectable scientific and technical developments, protection of intellectual property of the University;
- 5) expanding the network of partnerships and deepening cooperation with foreign scientific and educational centers, organizations, funds and companies;
- 6) ensuring an increase in its competitiveness in the educational services market.

4. FUNCTIONS

DTTEC functions:

- 1) Organizing the participation of the Society's scientists in competitions for the commercialization of projects;
- 2) Organization of explanatory work on issues of commercialization of projects;
- 3) Organization of internal competitions aimed at supporting innovative projects;
- 4) Organization of events aimed at protecting the intellectual property of the Company;
- 5) Organization of seminars. Training courses on commercialization, intellectual property protection;
- 6) Organizing business meetings with potential investors.

5. RIGHTS

5.1. DTTEC has the right:

- 1) request and receive from the structural divisions of the Company the necessary materials, documents and information within the competence of DTTEC;
- 2) demand and receive from all structural divisions of the Company information necessary to perform the tasks assigned to DTTEC and analyze issues related to its activities.
- 3) in case of non-compliance with the requirements of the requested information, return the documents to the executors for revision.
- 4) provide explanations, recommendations and instructions on issues within the competence of DTTEC.
- 5) hold meetings and participate in meetings held in the Company;
- 6) attract, with the permission of the Chairman of the Board - Rector or vice-rectors, specialists of the Company to solve interrelated problems in the field of activity of OUTTOK;
- 7) for logistical support of DTTEC;
- 8) control the execution by DTTEC employees of orders, management instructions, as well as job descriptions and Regulations;
- 9) make proposals to the management of the Company on the following issues:
 - improving the quality of processes in the Company;
 - incentives for DTTEC employees based on work results;
 - in accordance with the established procedure, coordinate orders, instructions and other organizational and administrative documents of the Company.

5.2. The rights of DTTEC related to its activities are exercised by the head of DTTEC. The rights of the head of DTTEC are determined by his job description.

1. RESPONSIBILITY

6.1. The head of DTTEC bears full responsibility for achieving goals and objectives, as well as for the quality and timeliness of the execution of the functions assigned by the Regulations to DTTEC.

6.2. The head of DTTEC is personally responsible for:

- organization of the work of the outflow department, timely and qualified execution of orders, instructions and instructions from the management of the Company, current regulations in its field of activity;
- performance of job duties in accordance with the employment contract by DTTEC employees;
- compliance by DTTEC employees with performance, labor discipline and internal regulations of the Company, sanitary and anti-epidemic regime, fire safety and labor protection;
- maintaining documentation provided for by current regulatory documents;
- timely provision in the prescribed manner of reliable statistical and other information on the activities of DTTEC;
- readiness of management to work in emergency situations.

6.3. The manager and employees of DTTEC are responsible in the prescribed manner for:

- financial liability for damage, destruction and deterioration of material assets that occurred through their fault, in accordance with the Labor Code of the Republic of Kazakhstan;
- responsibility for compliance with commercial and technical secrets, as well as official secrets of the Company.

6.4. The degree of responsibility of other employees is established by job descriptions.

7. INTERACTION WITH OTHER DEPARTMENTS

When performing its functions and tasks, DTTEC interacts with all structural divisions of the Company and organizations, regardless of their form of ownership.

8. APPROVAL, STORAGE, DISTRIBUTION

8.1. The development of the Regulations is carried out by the head of DTTEC.

8.2. The approval of the Regulations is carried out with the responsible person of the Documentation Support and Control Department and with the following managers:

- 1) HR department;
- 2) Department of Legal and Documentation Support;
- 3) Planning and economic department;

4) Supervising vice-rector.

8.3. Responsibility for storing paper and electronic versions of the original and distributing a scanned approved version of the Regulations lies with the responsible person of the Documentation Support and Control Department.

8.4. A copy of the approved Regulations is stored in DTTEC.

