


«Қазақ ұлттық қыздар педагогикалық университеті» КЕАҚ		NJSC "Kazakh National Women's Teacher Training University"
HR ҚЫЗМЕТІ		HR DEPARTMENT
ЕРЕЖЕ		RULES
3 РЕДАКЦИЯСЫ		EDITION 3

"APPROVED"

By decision of the Board of Directors
NJSC "Kazakh National Women's Teacher s
Training University"

from "___" _____ 2021 of the year

Protocol No. _____

Regulations on competitive filling of positions of teaching staff and persons equated to them

R 025 RCFPTSP/ HR-22

Reg. № _____

Ext. № _____

Date of introduction _____

(date, month, year)

Almaty city, 2022 year

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1. SCOPE OF APPLICATION

1.1. This Regulation is designed to create a transparent and effective system of competitive selection (hereinafter referred to as the competition) of candidates for the positions of teaching staff (hereinafter referred to as faculty and EP) and persons equated to them and conclude an employment contract with them.

1.2. The Regulation establishes the procedure for conducting the competitive selection procedure and registration of employment relations.

1.3. The regulations on competitive filling of positions of teaching staff and persons equated to them are approved by the decision of the Board of Directors.

1.4. These regulations are part of the Company's regulatory documentation and their requirements are binding.

2. REGULATORY REFERENCES

2.1. The application is developed in accordance with:

- The Constitution of the Republic of Kazakhstan;
- The Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 No. 389-1 (with amendments and additions as of 28.12.2017);
- Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015.
- By Order of the Chairman of the Board of the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken" dated June 8, 2017 No. 133 "On approval of the professional standard".

2.2. The regulation uses references to the following regulatory documents:

- Regulation "On determining the general qualification characteristics of positions of teaching staff and persons equated to them".

3. TERMS AND DEFINITIONS

The following terms and definitions are used in this regulation:

<i>Persons equated to teaching staff</i>	-	directors of Institutes, deputy directors, Program leaders.
<i>Certification</i>	-	is a form of confirmation by the certification body of objects ' compliance with the requirements of technical regulations, standards or contract terms.
<i>Competition Commission</i>	-	a competitive commission for the selection of candidates for the positions of teaching staff and persons equated to them.
<i>The candidate's questionnaire</i>	-	is a tool for assessing the quality of their teaching and research activities.
<i>Trade Union of employees of the Public</i>	-	Organization "Local Professional Union of Employees of the Kazakh National Women's Pedagogical University".

4. SYMBOLS AND ABBREVIATIONS

The following abbreviations are used in this regulation:

- Faculty and PETS - Faculty and persons equated to teaching staff
HPE - Higher and postgraduate education

5. DESCRIPTION OF THE PROCEDURE

5.1. Main provisions

5.1.1. The main purpose of the competition is to form a highly professional team of teaching and research personnel in the Company from among those who are able to provide a high level of teaching of relevant disciplines, methodological and research work.

5.1.2. The contest ensures the right of citizens to equal access to fill positions, in accordance with their qualifications, scientific, theoretical and professional training.

5.1.3. This Regulation does not apply to:

- persons engaged in teaching activities on the basis of hourly wages;
- for employees of teaching staff, the conclusion of an employment contract with whom is drawn up, as soon as a vacant position of teaching staff arises, during the current academic year until they must pass the competition for the next academic year;
- for full-time students and trainees, regardless of their departmental subordination and who have the right to combine training with work in their free time;
- for persons who, according to the Contract for the provision of educational services in the field of higher professional education, must work out, within three years after graduation, in the Company;
- for women who have started working after maternity leave or parental leave and have worked for less than 6 months;
- for pregnant women who have provided a certificate of pregnancy;
- for persons who have reached retirement age;
- for employees under the retirement age who have less than one year left;
- persons appointed to the position of Chairman of the Management Board-Rector, Vice-rector.

5.1.4. The competition for the positions of associate professors (associate professors), professors in the field of art, culture and sports (as equivalent persons) is open to specialists who do not have the corresponding academic title and academic degree, but who have the appropriate practical work experience in the specialty areas. Internship requirements are determined in accordance with the Rules for awarding academic titles (Associate professor, associate professor) approved by Order No. 128 of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011.

5.2. Announcement of the contest

5.2.1. The contest is held once a year, in June. The date of placement of the announcement and the period for accepting documents is set by the order of the Chairman of the Management Board – Rector.

5.2.2. Prior to placing an announcement about available vacancies for teaching staff and PL, program leaders provide a preliminary list of available vacancies for teaching staff and PL for approval by the HR service.

5.2.3. The final version of the list, taking into account all available adjustments, is approved by program leaders, directors of institutes and submitted to the HR service.

5.2.4. The announcement of the competition and acceptance of documents for participation in it, indicating the list of available vacant positions of teaching staff and PL, HR-is posted by the responsible HR service employees on the Company's website, in periodicals distributed throughout the territory of the Republic of Kazakhstan, on the Company's Internet resources, including (Facebook, Instagram).

5.2.5. The announcement of the contest shall indicate:

- name of the vacant position.
- the full name of the Company, including its location, postal address, and phone number;
- the deadline for accepting documents.
- basic requirements for the contestant, determined in accordance with the Regulation "On determining the general qualification characteristics of positions of teaching staff and persons equated to them", except for cases established by the legislation of the Republic of Kazakhstan.

5.3. Competition Commission

5.3.1. To conduct the competition in April of the current year, a permanent commission is created by the order of the Chairman of the Management Board-Rector.

5.3.2. The Competition Commission is formed as follows:

- chairman of the competition commission-Deputy Chairman of the Management Board-Rector (vice-rector) of the university or a representative of the management;

- deputy Chairman of the competition commission – Deputy Chairman of the Management Board-Rector (vice-rector) of the university or head of a structural division of the university.

- secretary of the competition commission (without voting rights) - a full-time teacher of the Society who has an academic degree, PhD degree, or an academic master's degree, or a full-time employee of the university;

- members of the competition commission consisting of at least three specialists from the HR department, legal department, audit and quality management department and other heads of structural divisions, as well as representatives of the Company's employees ' trade union;

- members of the competition commission - external experts of at least three people from among representatives of other universities in agreement with the Chairman of the Management Board-Rector.

5.3.3. The number and personal composition of the competition commission for filling the positions of teaching staff and PL and the terms of its powers are determined by the Chairman of the Management Board-the Rector of the Company.

5.3.4. The main tasks of the competition commission are:

- providing everyone with equal opportunities to participate in the competition;
- ensuring fair competition among the contest participants;
- exercising control over compliance with the objectivity and transparency of the contest;

5.3.5. The schedule of meetings of the competition Commission is approved by the order of the Chairman of the Management Board - Rector.

5.4. Powers and responsibilities of the Competition Commission

5.4.1. Powers of the Competition Commission:

- determines the schedule of meetings of the competition commission;
- determines the forms and procedures of the competition;
- analyzes the competition documented information;
- elects the counting commission for secret voting;
- makes a preliminary decision on the results of the competition.

5.4.2. Duties of the Chairman of the Competition Commission:

- holding meetings of the competition commission, setting the schedule of its work;
- participation in voting on the contest participants;
- timely provision of materials of the tender documentation to the Chairman of the Management Board-Rector, or at his request, and familiarization with the results of the tender;

- control over the observance of objectivity and transparency in the conduct of the contest.

5.4.3. Deputy Chairman of the Competition Commission:

- participates in voting on the contest participants;
- performs the duties of the chairman of the competition commission, in case of his / her absence.

5.4.4. Responsibilities of the Competition Commission members:

- attend meetings of the competition commission;
- get acquainted with the submitted documents of the contest participants;
- participate in secret voting on the contest participants;
- make objective decisions on candidates participating in the competition.

5.4.5. The Commission Secretary:

- introduces applicants to the list of required documentation, deadlines for submitting documents and the procedure for participation in the competition;

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- accepts, registers and stores documents submitted for participation in the competition;
 - organizes meetings of the commission;
 - informs applicants and members of the competition commission about the dates of meetings;
 - represents the participants of the competition at the meeting of the competition commission;
 - keeps the minutes of the competition commission meeting;
 - draws up ballots for secret voting on competitive selection for a vacant position.
 - introduces the contest participants to the results of the final decision of the competition commission;

5.5. Acceptance and review of contest participants ' documents

5.5.1. Acceptance of applications from applicants / candidates is entrusted to the secretary of the Commission.

5.5.2. Persons wishing to participate in the competition submit an application (*Appendix 1*) addressed to the Chairman of the Management Board – Rector, which is accompanied by the following documents:

- 1) personal personnel accounting sheet;
- 2) autobiography (*Appendix 2*);
- 3) The candidate's application form;
- 4) copies of diplomas of higher education, academic and academic degrees, a document of academic title and originals for verification (notarized);
- 5) copies of certificates of retraining and advanced training (if any), certificate of results of passing international language examinations for foreign language proficiency (IELTS/TOEFL/PTE/FCE) and originals for verification (notarized);
- 6) a list of scientific papers and inventions (if any) published for the period preceding the contest, signed by the applicant, certified by the Program Leader and the Scientific Secretary of the Academic Council of the Company;
- 7) medical certificate in the form 075/u, approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. KR DSM-175/2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 4, 2020 No. 21579;
- 8) a certificate of the presence or absence of information about the commission of a criminal offense: murder, intentional infliction of harm to health, against public health and morals, sexual integrity, extremist or terrorist crimes, human trafficking;
- 9) a certificate of the presence or absence of information about the commission of a corruption crime (for persons applying for a position related to the performance of managerial functions);
- 10) provision of information on KPIs (for current employees of the Company) issued by a specialist of the Strategic development and Monitoring Department.

The contestant has the right to submit additional information regarding their education, professional level (recommendations from the management of the previous place of work, etc.), as well as other documents confirming their work experience and qualifications.

5.5.3. Submission of an incomplete package of documents in accordance with the list provided for in clause 5.5.2. and violation of the established deadlines for submitting an application and documents is a ground for refusal of admission of a candidate to participate in the competition.

5.5.4 A candidate's application form for a vacant position is required to assess the quality of their teaching and research activities. The main tasks of the candidate questionnaire are:

- creation of the most complete information database, reflecting the dynamics of the candidate's performance;
- formation of a high-quality structure of the Company's teaching staff and SPS;
- obtaining common comprehensive criteria for evaluating the candidate's teaching and research activities;
- taking into account the results of the survey during the competition;
- creation of a system for subsequent (permanent) assessment of the effectiveness of teaching staff and PL activities.

5.5.5 Procedure for working with personal data:

- each of the candidates fills out the submitted form "Candidate's questionnaire "(see *Appendix 4*) based on individual indicators reflecting the candidate's performance during the academic period, with supporting documents attached;
- candidates fill out questionnaires based on the results achieved during the period specified in the questionnaire "Measurement frequency";
- completed questionnaires are submitted for review to the program leader for the accuracy of information. Program departments have the right to create a Commission from among the teaching staff of the departments with the inclusion of specialists from the relevant structural divisions of the Company. Verification of documents is carried out within 3 business days;
- based on the results of the review, taking into account the identified comments and adjustments made, program leaders approve questionnaires.

5.5.6 Program leader, to evaluate the activities of full-time teachers participating in the competition, with the involvement of three leading specialists of the department, fill out the " Questionnaire on evaluating the teacher's activity. (*Appendix 5*).

5.5.7 Evaluation of the pedagogical and scientific activities of a candidate from among the Company's employees participating in the competition is carried out on the basis of the "Teacher Activity Assessment Questionnaire".

5.6. Competition procedure

5.6.1. The contest consists of 4 stages:

- 1) consideration of applications of candidates to fill vacant positions;
- 2) conducting interviews with candidates;
- 3) discussion of candidates;
- 4) summing up the contest results.

5.6.2. A meeting of the competition commission is considered valid if at least 2/3 of the total number of members of the competition commission participate.

5.6.3. Contest participants are persons who submitted the required documents before the deadline for accepting documents specified in the announcement.

5.6.4. The competition for positions is conducted on the basis of an analytical summary of the results of the applicants' activities.

5.6.5. The purpose of the interview is to assess the professional and personal qualities of candidates, taking into account the typical qualification characteristics, for the vacant position for which the competition has been announced.

5.6.6. The Competition Commission decides to hold open or secret voting on the competitive selection to fill vacant positions.

5.6.7. In case of open voting, the decision of the competition commission is made on the basis of the results of evaluation lists by a simple majority of votes of the total number of members of the competition commission.

5.6.8. Members of the competition commission who have a dissenting opinion, if expressed, state it in writing, which is attached to the minutes.

5.6.9. In case of secret voting, the competition commission makes a decision to include a candidate in the ballot for secret voting on competitive selection for a position (hereinafter referred to as the Ballot), in accordance *with Appendix 3*.

5.6.10. Consent or disagreement with a candidate is expressed by the words "agree" or "disagree" against the name of each candidate. If two or more candidates for the same position participate in the competitive selection process, the ballot that does not contain any names is considered invalid.

5.6.11. For the purpose of counting votes, the contest commission elects from among the contest commission a counting commission consisting of at least three members of the commission before the start of secret voting. The Counting Commission announces the results of voting on each candidate.

5.6.12. A candidate receives a positive opinion based on the results of secret or open voting if the majority of the commission members present voted for him / her.

5.6.13. If the votes are equal, the vote of the chairman of the competition commission is decisive.

5.6.14. The discussion process and the preliminary decision taken by the competition commission are drawn up in the form of a protocol, which is signed by the chairman, all members and the secretary of the competition commission.

5.6.15. Based on the results of open or secret voting, the competition commission prepares recommendations for each candidate to fill positions with the

wording: **"recommended for the conclusion/extension of an employment contract" or "not recommended for the conclusion/extension of an employment contract"**.

5.6.16. The preliminary decision of the competition commission is brought to the attention of applicants during the competition.

5.6.17. The final decision of the competition commission is communicated to applicants after the completion of the entire competition by the commission secretary.

5.6.18. With candidates who have received a positive decision based on the results of the competition, an employment contract is concluded within 10 calendar days before the start of the academic year in accordance with the labor legislation of the Republic of Kazakhstan for a period of no more than three years in accordance with the decision of the competition commission.

5.6.19. In case of merger or division of departments, Institutes for teaching staff and PL who have previously passed the competition for this position, the term of competitive replacement remains, except for cases when there are two or more active employees for one position. In this case, an **early** tender is held, the deadline for submitting an application, collecting documents and the date of the tender are considered and determined by the chairman of the competition commission in agreement with the Chairman of the Management Board-Rector.

5.6.20. The Chairman of the Management Board-Rector has the right to accept an applicant/candidate for the position of teaching staff and PL at a newly organized department or Institute for a period of 1 year prior to competitive replacement.

5.6.21. Transfer of teaching staff and SPS to a higher position is carried out on a competitive basis.

5.6.22. Transfer to a lower-level position is carried out with the consent of the employee, on the basis of his application, or by decision of the competition commission, in case of non-compliance of the candidate with the requirements of the position held or unfair performance of functional duties.

5.6.23. When transferring to a lower – level position, passing the competition is not required.

5.6.24. If the applicant does not pass the competition for a higher position, he / she will retain the actual position held by him / her until the expiration of the Employment Contract.

5.6.25. If the term of the Employment Contract expires in the year when the applicant passes the competition, the term of the Employment Contract may be extended for a period of at least 1 year by a preliminary decision of the competition commission and after the decision of the Chairman of the Management Board-Rector.

5.6.26 The term of office is from 1 to 3 years. When determining the term of the employment contract, the qualification level of the person who passed the competitive selection is taken into account.

5.6.27 The term of termination of the employment contract is determined by the end of the academic year, i.e. until August 31 of the corresponding year.

5.7. Procedure for appealing the contest results

5.7.1. Contest participants and candidates can get acquainted with the content of the contest documents and decisions of the commission concerning the direct participant of the contest.

5.7.2. The decision of the commission may be appealed by candidates in accordance with the Regulations on the Conciliation Commission, provided that the application is submitted after the contest.

6. MAKING CHANGES

6.1. Changes and additions to the Regulations are made by the Department in case of changes in external regulatory legal acts.

6.2. Changes and additions are made in accordance with the documented procedure of DP 025 UD / QMS-20 Documentation Management and are reflected in the Change Registration Sheet.

7. APPROVAL, STORAGE, DISTRIBUTION

7.1. Approval of these Regulations is carried out with the Vice-Rector for Academic Affairs, the Vice-Rector for Research and Innovation, the Head of the Audit and Quality Management Department and is issued in the Approval Sheet.

7.2. The HR Manager is responsible for providing the approved version of the tax code to the Audit and Quality Management Department.

7.3. Responsibility for keeping the original is assigned to the Audit and Quality Management Department.

7.4. A registered non-working copy of the tax code is issued to the HR Department and the Chairman of the competition commission.

7.5. The electronic version of the approved Regulation is placed in the Electronic Document Management system.

APPENDIX 1

To the Chairman of the Management
Board-Rector
Of NJSC "KazNWTU"

Statement

Please allow me to participate in the competition for the vacant
position_____

Institute / Department_____

Date

Signature

Visa approvals:

Vice-Rector for Academic Affairs _____

Head of HR Department _____

Director of the Institute _____

Program Leader _____

APPENDIX 2

An autobiography is a document that the author compiles independently. An autobiography doesn't have a standard form and is compiled randomly. However, some parts and details must be included in the autobiography.

Write an autobiography by hand on a piece of writing paper or on a special form when applying for a job. The form of presentation is narrative (in the first person). All information is given in chronological order and in such a way that it is possible to get an idea of the life path and business qualifications of this person.

Past tense verbs are used to describe completed events: studied, worked, enrolled, graduated, and so on.

The names of organizations, institutions, and localities referred to by the author are given as they were listed at the time of the event. If the author considers it necessary to provide explanations, the current name is given in parentheses.

If the author changed his last name, then indicate the previous last name and the date of its change.

In the autobiography indicate:

- name of the document.
- first name, patronymic and surname of the author;
- * date, month, and year of birth.
- * information about parents (last name, first name, patronymic, place of work);
- * education and specialty in education;
- * type of work activity;
- last place of work and position;
- * awards and incentives;
- * participation in community service;
- * marital status and family composition;
- * home address and phone number.
- the date.
- personal signature.

APPENDIX 3

Newsletter
for secret voting on competitive selection for a position

(name of the university)

Competition Commission
(approved by order of the Chairman of the Management Board-Rector no. ___ of
"___" _____ 20__ year.)

Meeting from "___" _____ 20__ year. Protocol No. ____

for a position _____
departments _____
The Institute _____

Number of declared units _____

№	Applicant's full name	Approval results	
1		Agree	Disagree
2		Agree	Disagree
3		Agree	Disagree

Note:

1. Surnames should be entered in alphabetical order.
2. The results of voting " For "a candidate are expressed by crossing out the word "Disagree", and in case of voting "Against" - by crossing out the word "Agree".
3. The number of candidates for which a member of the commission votes with the words "I agree" or "I disagree" should not exceed the number of declared units.
4. A ballot completed in violation of these rules is deemed invalid.

APPENDIX 4

**QUESTIONNAIRE of the CANDIDATE
for the vacant position of teaching staff and equivalent persons**

Instructions: the fields to fill in are indicated in italics and color

<i>Surname, first name, patronymic (according to the identity card)</i>
<i>Date of birth (day / month / year)</i>
<i>Basic education (name of university, year of graduation, specialty)</i>
<i>Academic degree, title (with indication of the specialty code)</i>
<i>Work experience (general scientific and pedagogical / in NJSC "KazNWTTU")</i>
<i>Сертификат IELTS, TOEFL certificate</i>
<i>Position</i>
<i>held Position</i>
<i>applied for Department</i>
<i>Institute (Faculty)</i>

№	Indicator name	Frequency of measurement	Number	of points per unit	Total points
1	2	3	4	5	6
I Educational and methodical work					
1	Textbook marked with the Ministry of Education and Science of the Republic of Kazakhstan	5 years	0	15	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
2	Textbook marked UMS ROOMS	5 years	0	7	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
3	Textbook / textbook without stamp (including in electronic format)	5 years	0	3	0
<i>Numbered bibliographic list: last name and initials of the author, full title, type of publication, place of publication, publisher name, year of publication, total number of pages.</i>					
4	Educational and methodological developments on various types of educational work (including the development of OP)	1 academic year	0	2	0
<i>Numbered bibliographic list: last name and initials of the author, full name, type of publication, year of publication, total number of pages.</i>					
5	Development of a work program for a new academic course (Syllabus)	1 academic year	0	2	0
<i>Course name, specialty</i>					
6	Lecturing in a foreign language	1 academic year	0	2	0
<i>Course</i>					
name 7	Advanced training:	5 years			
	internship program "Bolashak"		0	5	0

<i>Name of the university, country, period of study, supporting information</i>					
	in foreign universities (full-time, at least 2 months)		0	3	0
<i>Name of the university, country, period of study, supporting information</i>					
	in leading organizations of the republic in the field of education		0	1	0
<i>Name of the organization, period</i>					
	In NJSC "KazNWTTU"		0	1	0
<i>Name of the advanced training program, period of completion, certificate</i>					
8	Review of textbooks, teaching aids	1 academic year	0	2	0
<i>Numbered bibliographic list: surname and initials of the author, full name, type of publication, place of publication, name of the publisher, year of publication, total number of pages</i>					
Total for UMR:					0
II Research work					
1	Monograph				
	foreign edition	5 years	0	15	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages</i>					
	republican edition	5 years	0	7	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher name, year of publication, total number of pages</i>					
	university publication	5 years	0	5	0
<i>Numbered bibliographic list: last name and initials of the author, full title, type of publication, place of publication, publisher name, year of publication, total number of pages</i>					
2	Articles				
2.1	Scopus / Web of Science		5 years		
	Q1		0	15	0
<i>Numbered bibliographic list: last name and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), for books you need to specify only the year; pages where the article</i>					
	is placed Q2		0	12	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which the article was published; year, month, issue number (for periodicals), for books you need to specify only the year; pages where the article</i>					
	is placed Q3		0	10	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), for books you need to specify only the year; pages where the article</i>					
	is placed Q4		0	7	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection), in which it was published; year, month, issue number (for periodicals), for books you need to specify only the year; pages where the article is placed</i>					

2.2	In journals approved by the KKSON of the Ministry of Education and Science of the Republic of Kazakhstan	5 years	0	7	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), for books you need to specify only the year;</i>					
2.3	Scientific articles published in foreign publications (except those specified in clause 2.)	1 academic year	0	2	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), only the year should be indicated for books; pages where the article</i>					
is placed 2.4	Scientific articles published in national publications (except those specified in clause 3)	1 academic year	0	1	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), for books you need to specify only the year; pages where the article is placed</i>					
2.5	Conference abstracts:				
	foreign companies	1 academic year	0	2	0
<i>Numbered bibliographic list: last name and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), for books you need to specify only the year; pages where the article</i>					
	is published international and national	1 academic year	0	1	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it was published; year, month, issue number (for periodicals), for books you need to specify only year; pages where the article is posted</i>					
3	Citation index of scientific articles (Hirsch Index)				
	over 5		0	15	0
	3 -- 5		0	10	0
	to 3		0	7	0
4	Patents / patents				
	overseas	5 years	0	15	0
<i>the number of the patent / copyright date of issue of a</i>					
	Republican	to 5 years	0	7	0
<i>patent Number / copyright and date of issue</i>					
5	Author's exhibition				
	of international	5 years	0	15	0
<i>information Confirming</i>					
	Republican	5 years	0	10	0
<i>Supporting information</i>					
6	Getting a candidate for the degree of doctor PhD	1 academic year	0	10	0
<i>Supporting information</i>					

7	Academic advising doctoral students with the award of the degree of doctor PhD	1 academic year	0	5	0
Supporting information					
8	Grants				
	manual (state. order of MES RK)	1 academic year	0	10	0
Supporting information					
	part (state. order of MES RK)	1 academic year	0	3	0
Supporting information					
	manual (international grants)	1 academic year	0	15	0
information Confirming					
	participation (international grants)	1 academic year	0	5	0
Supporting information					
	manual (University grants)	1 academic year	0	5	0
Supporting information					
	part (University grants)	1 academic year	0	2	0
Supporting information					
9	Preparation winners of subject and academic competitions				
	international	1 academic year	0	5	0
Supporting information (medals, diplomas, certificates, awards, etc.)					
	republican ones	1 academic year	0	2	0
Supporting information (medals, diplomas, certificates, awards, etc.)					
10	Startups, grants won by students under the guidance of a teacher	1 academic year	0	5	0
Supporting information					
11	Work in the dissertation council	1 academic year			
	Chairman of the Dissertation Council		0	10	0
Supporting information					
	Secretary of the Dissertation Council		0	5	0
Supporting information					
	Member of the Dissertation Council		0	2	0
Supporting information					
12	Review of doctoral theses	1 academic year	0	5	0
Supporting information					

13	Review of scientific articles in journals approved by the KKSON of the Ministry of Education and Science of the Republic of Kazakhstan	1 academic year	0	2	0
Supporting information					
Total research:					0
III. Social and educational, sports and recreation activities					
1	Organization and holding of career guidance and cultural events in schools and colleges	1 academic year	0	2	0
Supporting information					
2	Management of student projects (volunteering, promotion of a healthy lifestyle, formation of tolerance in the youth environment, student self-government, etc.)	1 academic year			
	international organizations		00	3	0
Supporting information					
	republican		0	2	0
Supporting information					
	regional, city		0	1	0
Supporting information					
3	Preparation of prize-winners of creative competitions, festivals, sports competitions	1 academic year			
	international		0	3	0
Supporting information					
	national		0	2	0
Supporting information					
	of regional, city		0	1	0
Supporting information					
4	Participation in the work of the jury, judging (international, republican, regional, city, interuniversity events)	1 academic year	0	1	0
Supporting information					
Total for social and educational, sports and recreation work:					0
IV Additional information					
1	Education				
	Diploma of a foreign or Nazarbayev University (except for the CIS)		0	15	0
Supporting information					
2	Work experience				
	Teaching at a university				
	without teaching experience		0	0	0
	up to 3 years		0	2	0
	3--10		0	3	0

	10--25		0	4	0
	over 25 years		old 0	5	0
	Work experience in school / TVET				
	without teaching experience in school/TvET		0	0	0
	up to 3 years		0	3	0
	over 3 years		0	4	0
	over 10 years		0	5	0
	Work experience in administrative positions at the university		0	1	0
Specify the position, years					
3	Membership in the editorial boards of foreign journals and journals approved by the Ministry of Education and Science of the Republic of Kazakhstan		0	3	0
Supporting information					
4	Rating results (for teaching staff and PL of the University) (years are subject to change)				
	2021/2022		0	1	0
	2022/2023		0	1	0
	2023/2024		0	1	0
5	Survey results (for university teaching staff)				
	"Teacher through the eyes of a student" (data provided by DAW)		0		
6	Awards				
	State Prize of the Republic of Kazakhstan in the field of science and technology and State Prize of the Republic of Kazakhstan in the field of literature and art, state awards.	1 academic year	0	15	0
Supporting information					
	science awards, state scientific scholarships	1 academic year	0	10	0
Supporting information					
	other	1 academic year	0	2	0
Supporting information					
	" Best University Teacher "(MES RK)	1 academic year	0	10	0
Supporting information					
	"Teacher of the Year"	1 academic year	0	10	0
Confirming information					
7	Titles				
	Honored Worker of Kazakhstan	1 academic year	0	15	0
Confirming information					

	Honorary Worker of Education of the Republic of Kazakhstan	1 academic year	0	10	0
Confirming information					
	Excellent student of Education of the Republic of Kazakhstan	1 academic year	0	5	0
Confirming information					
	For merits in the development of science of the Republic of Kazakhstan	1 academic year	0	10	0
Confirming information					
	Certificate of Honor and gratitude of the Ministry Education and Science of the Republic of Kazakhstan	1 academic year	0	3	0
Supporting information					
	University medals (Kurmetti kyzmetker and others)	1 academic year	0	2	0
Supporting information					
	Certificate of Honor / University Commendation	1 Academic year	0	1	0
Supporting information					
	Total for additional information:				0
	TOTAL:				0

I confirm the accuracy of the information provided.

Full name (signed)

**Program leader of the relevant organization
 departments**

 (signature)

APPENDIX 5

Questionnaire
Teacher Performance Assessment Questionnaire

FULL NAME

current position

name of the department

Name

№	of the Institute # 1 skills and qualities	Scores					Grade
		1	2	3	4	5	
1	Ability to plan, model learning activities	0	0	0	0	0	0
2	Ability to arouse and maintain interest in the subject	0	0	0	0	0	0
3	Ability to fairly and objectively evaluate the student	0	0	0	0	0	0
4	Ability to use digital educational technologies in the educational process	0	0	0	0	0	0
5	Ability to establish contact with students and colleagues	0	0	0	0	0	0
6	To what extent does the candidate carry out social and educational work with students?	0	0	0	0	0	0
7	Ability to conduct scientific and experimental research in the relevant field of knowledge	0	0	0	0	0	0
8	Participation in the organization and holding of international, national and university conferences and other scientific events	0	0	0	0	0	0
9	Leadership of student scientific circles, research projects	0	0	0	0	0	0
10	Participation in in the development and implementation of scientific projects	0	0	0	0	0	0
11	Evaluate the candidate's research performance	0	0	0	0	0	0
12	The quality of scientific leadership	0	0	0	0	0	0
13	The candidate's level of collegiality	0	0	0	0	0	0
	Total:						0

Full name of the evaluator:

APPROVAL SHEET

№	Position	Full name	Date	Signature
1				
2				
3				

INTRODUCTION SHEET

№	Full name	Position	Date	Signature	Note

REGISTRATION SHEET FOR CHANGES AND ADDITIONS

No. of changes	Section, item subject to change	Type of change (replacement, cancellation, addition)	Basis for amendment	Amendment made		
				Date	Full name	Signature
1	Appendix 4, 5 to these Regulations	Supplement	Decision of the Board of Directors of NJSC KazNWTTU, Minutes No. 3 dated 08.07. 2022	08.07.2022		

