

«Қазак ұлттық қыздар педагогикалық университеті» КеАҚ		NJC "Kazakh National Women's Pedagogical University"
HR Департаменті		HR Department
ЕРЕЖЕ		POSITION
I РЕДАКЦИЯ		REVISION 1

"APPROVED."  
 by the decision of the Board of NJC  
 "Kazakh National Women's Pedagogical  
 University"  
 from " 21 " 08 " 2022 years.  
 Minutes No. 21/03-2022

**Provision  
 on certification of employees of the non-profit joint-stock company  
 "Kazakh National Women's Pedagogical University"**

N 025 AR NAO KNJPU/HR-24

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## 1. GENERAL PROVISIONS

1.1. The Regulation on certification of employees of Non-commercial joint stock company "Kazakh National Women's Pedagogical University" (hereinafter - the Regulation) determines the procedure and conditions of certification of regular employees of Non-commercial joint stock company "Kazakh National Women's Pedagogical University" (hereinafter - the Company), including teaching staff (hereinafter - faculty) and persons equal to them, employees of administrative and management personnel (hereinafter - AUP), educational and support staff (hereinafter - EMS)

1.2. Attestation is carried out in order to confirm the compliance of employees with the qualifications for their positions on the basis of assessment of their professional activity, results, compliance with labour discipline and norms of service ethics.

1.3. The conditions and procedure of attestation shall be determined by an act of the employer.

1.4. Attestation of the Company's employees shall be carried out by the Attestation Commission (hereinafter referred to as AC) of the Company.

1.5. Based on the results of the AC's decision based on the results of the attestation, liability of employees is provided for in accordance with subparagraphs 4), 4-1) of paragraph 1 of Article 52 and paragraph 3 of Article 53 of the Labour Code of the Republic of Kazakhstan (hereinafter - RK).

1.6. Attestation of the employees specified in clause 1.8 of the Regulations and other employees for the purpose of their compliance with their position may be carried out individually on the basis of an act of an authorised body and/or an official of the Company.

1.7. Prior to certification, the Company's employees shall be familiarised with these Regulations.

1.8. The following employees are exempted from certification:

- 1) pregnant women who have provided a pregnancy certificate;
- 2) persons on labour leave, as well as persons absent for a valid reason. The attestation of these persons shall be carried out after they leave for work;
- 3) persons who have reached retirement age and who have less than 2 years left before reaching retirement age.
- 4) women on maternity leave and (or) childcare leave. The attestation of these persons shall be carried out not earlier than one year after leaving the leave;
- 5) employees who have worked less than 6 months in the Company;
- 6) employees, for the time of substitution of a temporarily absent employee.

1.9. Employee Rights:

- 1) Attestation of employees shall be conducted in the state and (or) Russian languages.
- 2) An employee may, in writing, refuse to undergo an appraisal for reasons of impending dismissal (with a resignation application).

1.10. The Regulations are part of the Company's regulatory documentation and its requirements are mandatory.

## 2. REGULATORY REFERENCES

The Regulations have been developed taking into account the requirements of the following documents:

- Labour Code of the Republic of Kazakhstan;
- Law of the RK "On Education";
- Rules and conditions of certification of civil servants in the field of health care and social and labour sphere, approved by the order of the Minister of Health and Social Development of the Republic of Kazakhstan from 28 December 2015 № 1041;
- Articles of Association of the Company.

## 3. TERMS AND DEFINITIONS

The terms and definitions used in the Regulations apply:

<i>Attestation of employees</i>	- periodically carried out procedure to determine the level of their professional and qualification training, business qualities.
<i>Student questionnaire</i>	- an anonymous questionnaire of the Company's trainees to determine correct and independent indicators of employee (faculty) performance
<i>Attestation Commission</i>	- a permanent consultative and advisory body of the Company approved by the order of the Chairman of the Management Board-Rector or authorised person, which carries out a comprehensive assessment of the level of qualification of employees
<i>Outside associate</i>	- an employee of the Company whose main place of work is another organisation
<i>Domestic partner</i>	- a full-time employee of the Company who works on a part-time basis
<i>Individual development plan</i>	- a tool that is used for employee development and describes the development goals and specific activities aimed at achieving them to improve the skills and competences of employees
<i>Supervisor's evaluation</i>	- assignment of the employee's performance evaluation by the immediate supervisor
<i>Corrective action plan</i>	- Measures to eliminate critical indicators based on the results of employee performance appraisal
<i>Employees, PPPs and persons of equivalent status</i>	- Staff of AUP, UWP and OP, institute director, deputy institute director, programme leader, professor, associate professor (assistant professor), senior lecturer, lecturer
<i>PPP Rating</i>	- the main performance indicator of the faculty, which is applied in the accreditation of the Company



<i>Expert judgement</i>	- assessment procedure based on the opinion of specialists (experts) for the purpose of subsequent decision-making regarding the employees' performance
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#### 4. OBJECTIVES AND PRINCIPLES OF CERTIFICATION

##### 4.1. The main objectives of the attestation are:

- 1) Establishing the suitability of employees for the position they hold;
- 2) formation of highly qualified personnel;
- 3) determining the need for professional development or internships for employees;
- 4) Improvement of work organisation and labour efficiency;
- 5) optimisation of personnel selection and placement;
- 6) determining the efficiency (optimisation) of workplaces;
- 7) stimulating professional growth and business career of employees;
- 8) drawing up individual and group plans for employee training and development, recommendations on self-development.

##### 4.2. The basic principles of attestation are:

- 1) *compulsory* certification for all employees;
- 2) *objectivity and confidentiality*: interpretation of results should not be influenced by private opinion or individual judgements;
- 3) *reliability*: relative freedom from the influence of situational factors;
- 4) *Validity*: assesses the actual level of skills - how well a person is doing;
- 5) *Accessibility*: the assessment process and the assessment criteria should be understandable to assessors, observers and the assessed;
- 6) *Effectiveness*: evaluation activities should actually contribute to the development and improvement of the Company as a whole.

#### 5. TYPES OF CERTIFICATION

Attestation of employees, depending on its purpose, is divided into two types:

- 1) **Scheduled** (regular) performance appraisal is mandatory for employees and is a scheduled periodic control of employees' fitness for their positions.
- 2) **Periodic** (extraordinary) attestation of employees shall be carried out by decision of the Chairman of the Management Board-Rector of the Company.

#### 6. CERTIFICATION PROCEDURE

##### Paragraph 1: Preparing for certification

- 6.1. Attestation is carried out periodically, once every three years.
- 6.2. Preparation for attestation is organised by the HR Department, other responsible managers and employees of the Company, and includes making proposals on: timing (schedule), frequency of attestation and the list of employees subject to attestation.

The schedule of attestation in the form according to Annex 1 to the Regulations shall contain:

- 1) name of the structural subdivision in which the certified employee works;
- 2) surname, first name, patronymic of the attested employee;
- 3) the position of the employee being certified;
- 4) date of attestation (interview).

6.3. The interview procedure shall be formalised by an attestation sheet in the form according to Annex 2 to the Regulation. The attestation sheet shall be drawn up in one copy, signed by the Chairman and Secretary of the AC, who were present at the attestation and took part in the voting, and by the employee undergoing attestation.

**Paragraph 2: Preparation of the necessary documents  
on certified employees:**

6.4. For each employee subject to attestation, not less than ten calendar days before the interview, the immediate supervisor shall prepare a characterisation of the employee in the form according to Appendix 3 to the Regulation. The characterisation shall contain a substantiated, objective assessment of professional, personal qualities and performance results of the employee to be attested.

6.5. Information on the activities of the employee being attested for the last 1-3 years shall be provided in the performance characterisation depending on the length of service in the Company.

6.6. Excluded.

6.7. Excluded.

6.8. Excluded.

6.9. Excluded.

6.10. The head of the structural unit / Programme Leader shall acquaint the employee with the Teacher Quality Assessment Questionnaire, Performance Evaluation Report no later than 3 days prior to the AC meeting.

6.11. The head of the structural unit / programme leader forms a package of documents on the employees of the unit, consisting of the Performance Characteristics and Evaluation Sheet for submission to the AC.

6.12. Within 3 working days from the date of signing, an HR Department employee shall acquaint all members of the AC and heads of structural subdivisions or programme leaders with the approved Order and Schedule of ACs under signature.

6.13. The Order and the AC Schedule shall be published on the Company's website.

**Paragraph 3: Test questions**

6.14. Test questions are developed by the heads of structural units in Kazakh and Russian languages taking into account the peculiarities and qualification requirements for

personal competences (formed by the Director of the Institute); 10 - on knowledge of the legislation of the Republic of Kazakhstan; 10 - on knowledge of normative documents of the University (formed by the HR Department). Approved questions are transferred by the HR Department to the Department of Digital Development for uploading into the platform.

6.15. During testing, the certified employee is provided with 15 questions by random selection method, with 10 questions to determine professionalism and personal competences, 3 questions - on the knowledge of the legislation of the Republic of Kazakhstan, 2 - on the knowledge of the Company's regulatory documents. Each question should contain four answer options (a, b, c, d), of which only one option should be the correct answer (the correct option -a) according to the memo, according to Appendix 4 to the Regulations.

6.16. The content of the test questions should be aimed at knowledge of the certified employee's area of work and the following regulatory legal acts of the Republic of Kazakhstan and the Company:

- of the Constitution of the RK;
- of the Civil Code of the Republic of Kazakhstan;
- Criminal Code of the Republic of Kazakhstan;
- Administrative Code of the Republic of Kazakhstan;
- of the Administrative Procedural Code of the RK;
- Labour Code of the Republic of Kazakhstan;
- Laws of the Republic of Kazakhstan "On Joint Stock Companies", "On Education", "On Science", "On the Status of Teacher", "On Combating Corruption", "On Languages", "On Public Procurement", "On State Property", "On Universal Military Duty and Military Service", "On Non-Profit Organisations", "On State Youth Policy", "On Science";
- State programmes for the development of education, other normative legal acts on education and upbringing of students;
- state obligatory standards of education, content of academic discipline, teaching and learning processes, teaching and assessment methods;
- basics of pedagogy and psychology, sociology, achievements of modern pedagogical science and practice;
- innovative management techniques;
- norms of pedagogical ethics;
- basics of economics, issues of financial and economic activity;
- basics of law, safety and labour protection rules, fire protection;
- basic computer literacy and information and communication technologies;
- orders and instructions of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter - the Ministry of Science and Higher Education of the Republic of Kazakhstan);
- Model rules of admission and activities of the educational organisation;
- Articles of Association of the Company;
- of the Company's strategic development plan;



- Labour regulations;
- Anti-Corruption Standard;
- Code of Ethics and Behaviour of Employees of NAO "Kazakh National Women's Pedagogical University";
- Collective Labour Agreement;
- Rules and norms of labour protection, occupational health and safety and fire protection;
- regulations, orders and other governing and regulatory materials of the QMS and monitoring of the educational process in the Company;
- of the job description;
- regulations on the structural subdivision;
- other regulatory legal acts of the Republic of Kazakhstan and local acts of the Company.

6.17. The HR Department of the University shall notify employees in writing of the timing of the performance appraisal no later than two weeks prior to the commencement of the appraisal.

6.18. Attestation of employees is carried out for compliance with qualification characteristics and requirements, which are established in accordance with regulatory legal acts of the Republic of Kazakhstan, as well as job descriptions and labour contracts.

6.19. Excluded.

6.20. A member of the AC shall be certified on general grounds, but shall not participate in voting on his/her candidature.

## **7. CERTIFICATION COMMITTEE**

7.1. The AC is established by order of the Chairman of the Board-Rector of the Company on the proposal of the HR Department and consists of: the Chairman, his deputy, other members, including a representative of employees and/or trade union body and the Secretary of the AC.

7.2. The Chairperson of the AC directs its activities, plans the work of the AC, exercises general control and bears responsibility for its activities and decisions, observance of the schedule, rules and procedures of the attestation, ensuring in the work of the AC an environment of exactingness, objectivity and goodwill, uniformity of conditions for all attesters.

7.3. The Deputy Chairman replaces the Chairman in case of his/her absence, assists in the organisation and implementation of the attestation process.

7.4. AC members are responsible for making a qualified and objective decision on the suitability of an employee for a position.

7.5. Replacement of absent members of the AC shall not be allowed.

7.6. The work of the AC is based on the principles of respect for the rights and freedoms of employees, compliance with legislation, collegiality, democracy, completeness and comprehensiveness of the study of the employee's qualification level, objectivity,



individual approach to assessing the achievements and shortcomings of the employees being certified, and consideration of the opinion of the collective.

7.7. The AC shall include vice-rectors and heads of structural divisions, including the HR Department and the Department of Legal and Documentary Support of the Company, as well as other highly qualified employees. The number of AC members shall be an odd number, together with the Chairman there shall be at least seven members.

7.8. A member of the AC shall be certified on general grounds, but shall not participate in voting on his/her candidature.

7.9. The AC Secretary is responsible for preparation of AC meetings, timely and correct keeping of meeting minutes and execution of Attestation Sheets, timely communication of the meeting schedule to the AC members, heads of the Company's structural subdivisions, familiarisation of the attestees with the AC results by issuing from the AC minutes and may not participate in the voting procedure.

7.10. All members of the AC are responsible for non-disclosure of confidential information on attestation testing materials (tests, questions, etc.).

7.11. A meeting of the AC shall be deemed competent if at least 2/3 of its members are present at its meeting. The procedure of voting (secret or open) in each particular case shall be determined by the Chairperson of the AC.

7.12. The results of voting shall be determined by a majority of votes of the members of the AC. In case of equality of votes, the vote of the Chairperson of the AC shall be decisive.

7.13. Members of the AC shall have the right to a dissenting opinion, which, if expressed, shall be stated in writing and attached to the minutes.

## **8. PERFORMANCE APPRAISAL**

8.1. The Commission shall conduct the attestation in the presence of the attested employee. In case of failure of the attestee to attend the meeting of the AC for a valid reason, the consideration of his/her attestation shall be postponed to a later date specified by the Commission.

8.2. During the meeting the secretary of the AC shall acquaint its members with the Questionnaire on the assessment of the quality of work of the employee and the faculty, the performance report and the results of testing for each employee.

8.3. AK members review the submitted documents and the supervisor's evaluations.

8.4. Members of the AC conduct an interview (ask questions) to identify the competence of the employee, according to the categories established for teaching staff, according to Annex 5 to the Regulations and for other employees according to Annex 6 and 7 to the Regulations. Also on the knowledge of the Law of RK "On the status of teacher", the Law of RK "On Science", On approval of the rules for awarding academic titles (associate professor (associate professor), professor) approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from 31 March 2011 № 128, the

Regulations on planning the teaching load of the teaching staff of the university, the Order of the Minister of Education and Science of the Republic of Kazakhstan from 17 June 2015 № 391 "On approval of the qualification requirements for educational activities and the list of documents".

8.5. The head of the unit makes an oral characteristic of the employee being appraised (Programme Leader-PPS, Director of the Institute - Deputy Director/Programme Leader).

8.6. AC members vote and make recommendations on further business career and make a decision on certification (not certification) of the certified employee.

8.7. Based on the results of the review of the submitted materials and the interview, the AC shall make one of the following decisions:

- 1) corresponds to the position held (certified);
- 2) is subject to re-certification;
- 3) conditionally corresponds to the position held (certified with a remark);
- 4) does not correspond to the position held (not certified) and is recommended

for termination of the labour contract.

8.8. The AK can also make recommendations:

1) in accordance with paragraph 7 of the order of the Minister of Labour and Social Protection of the Republic of Kazakhstan dated December 30, 2020 № 553 "On Approval of the Qualification Directory of Positions of Managers, Specialists and Other Employees".

The conformity of actually performed duties and qualifications of employees to the requirements of job descriptions is determined by the commission (qualification, attestation commission).

2) deleted.

3) on conclusion of a labour contract for a period of one year in accordance with Article 30 of the Labour Code of the Republic of Kazakhstan;

8.9. The repeated attestation with the employees who have not passed the attestation shall be held not earlier than one month from the date of completion of the first attestation in accordance with the procedure determined by this Regulation.

8.10. An employee is deemed to have passed the test if he/she has answered the test questions positively during the test in accordance with the evaluation criteria (Annexes 5,6,7).

8.11. Excluded.

8.12. Decisions of the AC shall be formalised by minutes, according to Annex 8 to the Regulation, which shall be signed by the Chairperson, members of the AC and the Secretary who participated in the voting.

8.13. The decision on the assessment of the employee's performance and recommendations shall be taken in the absence of the appraisee and announced to him/her immediately after the vote, and the employee shall be familiarised with the appraisal sheet against signature no later than 10 (ten) working days after signing the minutes of the last meeting of the AC in the form according to Annex 2 to the Regulation.



8.14. The attestation sheet of the employee in the form according to Annex 2 to the Regulation, which contains the general qualification assessment and recommendations of the AC shall be filled in by the secretary of the AC. The attestation sheet shall be signed by the Chairperson and the secretary and, after the attested person is familiarised with it against his/her signature, shall be kept together with the Teacher Quality Assessment Questionnaire and the Performance Evaluation Report of the attested person in his/her personal file.

8.15. In case of non-appearance of the attestee at the meeting of the AC for a valid reason, consideration of the issue of his/her attestation shall be postponed to a later date specified by the AC or the AC has the right to make a decision to conduct attestation in his/her absence on the basis of available materials.

8.16. A valid excuse is:

- 1) temporary disability of an employee;
- 2) being on a business trip, on training (internship).

8.17. In case of failure to appear for an unexcused reason, the employee shall be deemed not certified.

8.18. The methodology of attestation may be changed depending on the goals and objectives of the Company's management and structural subdivisions in agreement with the Chairman of the Management Board-Rector of the Company.

8.19. The decisions of the AC shall be of a recommendatory nature. The decision of the AC on non-compliance with the position held shall be the basis for termination of the labour contract.

8.20. Minutes of AC meetings (if necessary, other materials of attestation) shall be submitted for review to supervising Vice-Rectors, Chairman of the Board-Rector no later than five working days after its completion for decision-making in accordance with the Labour Code of the Republic of Kazakhstan.

8.21. During a state of emergency and/or quarantine and/or restrictive measures, Attestation is conducted subject to the availability of appropriate programmes and equipment, using information and communication technologies. Information on remote conduct is sent out in advance by the HR Department together with the heads of structural units and programme leaders to notify and coordinate the process.

8.22. The AC Secretary regulates the timing of the AC and the quality of the documents provided.

8.23. On the day of the certification, the AK secretary shall:

- 1) to register members of the AC. When conducting certification in a remote format (online), check the registration of all members of the AC, ensure a quorum of AC members;
- 2) prepare a voting list on the Telegram platform;
- 3) draw up the minutes of the AC and ensure that audio and video recordings are kept. Audio and video recordings shall be kept in the HR Department for at least three years;
- 4) to form a folder with attestation materials and ensure storage in electronic and paper form.



## 9. CERTIFICATION RESULTS

9.1. HR Department, based on the results of the attestation, takes all necessary measures arising from the AC decision (prepares orders on termination of the labour contract due to inconsistency with the position held (dismissal) and additional agreements, notifications, etc.) within 15 (fifteen) calendar days from the date of drawing up the minutes of the AC meeting.

9.2. In case of detection of violations of the attestation procedure and requirements of these Regulations, the Chairman of the Management Board - Rector of the Company has the right to cancel the decision of the AC and appoint a second attestation.

## 10. OTHER CONDITIONS

10.1. The Head of HR Department (or a duly authorised person), whose competence includes certification issues, provides consultations during the attestation.

10.2. Labour disputes related to attestation are considered in accordance with the legislation of the Republic of Kazakhstan, which determines the procedure for consideration of such disputes.

10.3. Excluded.

10.4. Excluded.

10.5. The certified employee has the right to:

- 1) familiarise himself with materials related to his certification, orders, attestation list and other documents;
- 2) give explanations, comments, objections on the materials submitted to the Commission;
- 3) submit to the AC additional materials characterising his/her labour activity;
- 4) to appeal the AK's decision.

10.6. The certificated employee shall:

- 1) to attend the AC meeting at the prescribed time;
- 2) fulfil the tasks given by the AC as part of the certification;
- 3) to give explanations related to his/her labour activity at the request of members of the AC.

10.7. AK members have the right to:

- 1) to be released from the performance of direct labour duties for the period of certification;
- 2) to study the certification materials, to be present during the interview with employees, to ask questions, to participate in drafting tasks;
- 3) make proposals to the Chairperson of the AC;
- 4) Participate in the discussion of the results and evaluations of each employee, and express their opinion;
- 5) participate in voting with the right to vote in decision-making.

10.8. AK members are obliged to:

- 1) to attend the meetings of the AC at the prescribed time;

- 2) to immediately notify the Chairperson of the AC if he/she is unable to attend the meeting;
- 3) participate in voting when the AC makes decisions;
- 4) to treat their duties in good faith, to be as objective and impartial as possible, to report conflicts of interest to the Chairperson of the AC.

### **11. Appeals procedure**

11.1. The Appeals Commission shall be established by order of the Chairman of the Board-Rector of the Company on the proposal of the HR Department and shall consist of: a chairman, other members including a representative of employees and/or trade union body and a secretary.

11.2. Employees within 5 working days after familiarisation with the Attestation List have the right to appeal against the decision and results of the attestation. The appeal (complaint) shall be submitted to the Chairman of the Management Board - Rector of the Company in the form according to Appendix 9 to the Regulations.

11.3. An employee of the Company shall have the right to submit a written appeal to the Appeal Commission through the secretary of the Appeal Commission about violation, in his/her opinion, of the established procedure of certification and disagreement with the results of certification (hereinafter - appeal).

11.4. An appeal shall be submitted personally by the Employee to the Appeal Commission not later than 5 working days after the announcement of the results of the performance appraisal.

11.5. To consider the appeal, the secretary of the Attestation Commission sends to the Appeal Commission the appeal, all necessary documents on the attested Employee, for the Appeal Commission and an extract from the minutes of the Attestation Commission, as well as the Employee's answers (audio, video recordings) for consideration of the appeal on appeal.

11.6. Consideration of an appeal does not constitute a passing grade.

11.7. The appeal shall be considered not later than 5 working days from the date of its submission at a meeting of the Appeal Commission, to which the Chairman and members of the Attestation Commission and the Employee who filed the appeal shall be invited. The meeting of the Appeal Commission may be held in the absence of the Employee who filed the appeal, in case of his/her failure to appear at the meeting of the Appeal Commission. The decision of the Appeal Commission, according to Annex 10 to the Regulation, shall be communicated to the Employee who filed the appeal within 3 working days from the date of the meeting of the Appeal Commission. The fact of familiarisation of the Employee, who filed an appeal, with the decision of the appeal commission is certified by the signature of the Employee, according to Annex 10 to the Regulation.

11.8. When considering an appeal about a violation of the attestation procedure, the Appeals Commission shall take one of the following decisions:

- 1) to leave the decision of the Attestation Commission unchanged;

2) on cancellation of the decision of the Attestation Commission and re-certification of the Employee.

11.9. The decision of the Appeal Commission shall be submitted to the Attestation Commission no later than the next working day. The decision of the appeals committee shall be the basis for re-certification of the Employee.

11.10. The repeated performance of attestation of the Employee, who filed an appeal, is carried out in the presence of the Chairman or one of the members of the appeal commission no later than the term in accordance with the Regulations on attestation of employees of NAO "Kazakh National Women's Pedagogical University".

11.11. No appeal for a rehearing of the appeal will be accepted.

## **12. DEVELOPMENT AND MODIFICATION**

12.1. These Regulations, as well as amendments and/or additions to them, are developed by the HR Department.

12.2. Amendments and/or additions to the Regulations shall be made on the basis of a resolution of the Management Board of the Company.

## **13. HARMONISATION, STORAGE, DISTRIBUTION**

13.1. The Regulations are approved by the Director of the Legal and Documentation Support Department, Chief Quality Monitoring Specialist, Chief Accountant and all Vice-Rectors.

13.2. The HR department is responsible for the custody of the original.

13.3. The electronic version of the approved Regulations shall be placed in the Company's Electronic Document Management System.



Annex 1  
 to the Regulation on the certification of  
 employees  
 NJC «KazNatsZhenPU»

**Schedule of performance appraisal**

No. n/a	Name of structural subdivision	Full name of the employee being attested	Position of the certified employee	Date and time of attestation	
				Date	Time

**Chairman of the attestation AC:**

\_\_\_\_\_   
 Full name (signature)

**AC Secretary:**

\_\_\_\_\_   
 Full name (signature)

Annex 2  
to the Regulation on the certification of  
employees  
NJC «KazNatsZhenPU»

**Attestation sheet  
on the employee subject to certification**

1. Surname, first name, patronymic \_\_\_\_\_

2. Date of birth " \_\_\_\_ " \_\_\_\_\_

3. Information on education, advanced training, retraining (when and what educational institution he/she graduated from, speciality and qualification by education, documents on advanced training, retraining, academic degree, academic title, date of their award)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Position held and date of appointment, \_\_\_\_\_

5. Total length of service - \_\_\_\_\_

6. Total length of service in the position \_\_\_\_\_

7. Test results (scores): from \_\_\_\_\_ - \_\_\_\_\_

(number score total score out of how many how many?)

8. Employee evaluation \_\_\_\_\_

Head of Unit \_\_\_\_\_

Full name (signature)

9. The meeting was attended by \_\_\_\_\_ AK members.

10. Decision taken by the AC based on the results of the study of the submitted materials and the interview:

- 1) corresponds to the position held (certified);
- 2) is subject to re-certification;
- 3) conditionally corresponds to the position held (certified with a remark);
- 4) does not correspond to the position held (not certified) and is recommended for termination of the labour contract.

Итоговое заключение \_\_\_\_\_

(final decision of the AC according to the minutes)

**Chairman of the attestation AC:**

\_\_\_\_\_ Full name (signature)

**AC Secretary:**

\_\_\_\_\_ Full name (signature)

Date of certification " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

The attestation sheet has been read: \_\_\_\_\_

(employee signature and date)

PP



Annex 3  
 to the Regulation on the certification of  
 employees  
 KazNatsZhenPU NAO NJC  
 «KazNatsZhenPU»

**Job description  
 certifiable**

ФИО \_\_\_\_\_  
 Структурное подразделение \_\_\_\_\_  
 Занимаемая должность \_\_\_\_\_  
 Year of birth \_\_\_\_\_  
 Education (year of graduation, speciality) \_\_\_\_\_

The characterisation should reflect the following:

- results of professional activity of the employee for the period of labour activity on the present position in the Company (describe the range of duties performed in accordance with the Job description, priority areas for the period under review, quality and efficiency of their performance, achievements, shortcomings in work);
- level of qualification, competence, professionalism;
- professional development (availability of certificates and forms of professional development, dissemination and implementation of the acquired knowledge);
- attitude to additional duties, participation in public work, fulfilment of one-off public assignments;
- performance discipline;
- personality assessment;
- general conclusions, main remarks.

Manager  
 structural unit \_\_\_\_\_  
 signature \_\_\_\_\_ FULL NAME

I am familiarised with the attestation sheet

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ г.

\_\_\_\_\_ FULL NAME  
 \_\_\_\_\_ signature

Annex 4  
to the Regulation on the certification of  
employees  
NJC «KazNatsZhenPU»

**Leaflet for drafting performance appraisal questions  
(Regulations on Attestation of Employees of NAO "KazNatsZhenPU")**

**Paragraph 3: Test Questions)**

Test questions shall be developed by heads of structural units/Programme Leaders in Kazakh and Russian languages taking into account the peculiarities and qualification requirements for the relevant position/profession. The total number of questions should be at least 30. Of which: 20 questions to determine professionalism and personal competences (prepared by Directors of Institutes) 5 on knowledge of the legislation of the Republic of Kazakhstan, 5 on knowledge of normative documents of the University (prepared by HR Department).

When taking the test, the certified employee is provided with 25 questions (e.g. 15 questions to determine professionalism and personal competences, 5 questions on knowledge of the RK legislation, 5 questions on knowledge of the Company's regulatory documents, which can be changed taking into account the agreed variant of test questions) with four answer options (a,b,c,d) for each question and only one of them is correct (correct a).

The content of the test questions should be on the knowledge of the certified employee's area of work and the following regulatory and legal acts of the Republic of Kazakhstan and the Company:

- of the Constitution of the RK;
- of the Civil Code of the Republic of Kazakhstan;
- Criminal Code of the Republic of Kazakhstan;
- Administrative Code of the Republic of Kazakhstan;
- of the Administrative Procedural Code of the RK;
- Labour Code of the Republic of Kazakhstan;
- Laws of the Republic of Kazakhstan "On Joint Stock Companies", "On Education", "On Science", "On the Status of Teacher", "On Combating Corruption", "On Languages", "On Public Procurement", "On State Property", "On Universal Military Duty and Military Service", "On Non-Profit Organisations", "On State Youth Policy", "Law of the Republic of Kazakhstan on Public Services";
- State programmes for the development of education, other normative legal acts on education and upbringing of students;
- State compulsory standards of education, content of the academic discipline, teaching and learning processes, teaching and assessment methods;

- basics of pedagogy and psychology, sociology, achievements of modern pedagogical science and practice;
- innovative management techniques;
- norms of pedagogical ethics;
- basics of economics, issues of financial and economic activity;
- basics of law, safety and labour protection rules, fire protection;
- basic computer literacy and information and communication technologies;
- orders and instructions of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter - the Ministry of Science and Higher Education of the Republic of Kazakhstan);
- Model rules of admission and activities of the educational organisation;
- Articles of Association of the Company;
- of the Company's strategic development plan;
- Labour regulations;
- Anti-Corruption Standard;
- Code of Ethics and Behaviour of Employees of NAO "Kazakh National Women's Pedagogical University";
- Collective Labour Agreement;
- Rules and norms of labour protection, occupational health and safety and fire protection;
- regulations, orders and other governing and regulatory materials of the QMS and monitoring of the educational process in the Company;
- of the job description;
- regulations on the structural subdivision;
- and other regulatory legal acts of the Republic of Kazakhstan and local acts of the Company.



Annex 5  
to the Regulation on the certification of  
employees NJC «KazNatsZhenPU»

**Criteria for evaluation of faculty members**

Directions	Indicators	Scores	Specific weight
Testing (15 questions)	1 point for each correct answer	15	15 %
Academic activities	<b>Threshold scores: 12</b>	<b>35</b>	<b>35 %</b>
	- demonstration of lesson elements (no more than 7 min);	6	
	- syllabus content;	3	
	- rubric-writing skills;	3	
	- participation in the preparation of OZP (NCT);	3	
	- adherence to professional ethics and academic integrity;	2	
	- communication skills with students and faculty;	3	
	- observance of labour discipline (disruptions, tardiness, proctoring, etc.);	3	
	- supervising internships and graduation projects (no plagiarism, follow-up, etc.)	2	
Scientific work	<b>Threshold scores:</b> <i>Professor - at least 25 points</i> <i>Associate Professor - at least 20 points</i> <i>Senior lecturer - at least 10 points</i> <i>Teacher - at least 5 points</i>	<b>25</b>	<b>25 %</b>
	Publication of a scientific article (Scopus, WoS)	10	
	Publications in KOCNVO journals	5	
	Publication of a monograph, training manual, textbook or obtaining an innovation patent	7	
	Publication of the monograph in foreign editions (Book chapter, Edited Volume)	8	
	Publication of an article in the conference proceedings indexed in Scopus	5	
	Presenting a paper at a scientific conference	3	
	Participating in the implementation of scientific projects or applying for grant funding competitions	10	
	Managing a student publication	2	

	Management of students who won prizes in competitions in research and development, RSPO	4	
	Supervision of PhD students (protected)	10	
<b>Serving the community</b>	Participation in collegial bodies, working groups, committees (development and participation in the development of the GNI).	6	<b>15 %</b>
	Promotion of the Company's image (publications and speeches in mass media, etc.)	5	
	Initiative: participation in the development and improvement of work, participation and organisation of events within the Company (team building, Nauryz, subbotniks, charity, volunteering, etc.);	4	
<b>Student survey</b>	Results of the survey	<b>10</b>	<b>10 %</b>
<b>TOTAL:</b>		<b>100</b>	<b>100 %</b>
<p>Note: To pass the certification, a <b>minimum aggregate score of 42 to 62 points</b> is required, depending on the faculty position, with minimum threshold scores for the following activities to be achieved:</p> <ul style="list-style-type: none"> <li>- academic performance - <b>12 points</b>;</li> <li>- scientific activity - <i>Professor</i> - <b>at least 25 points</b>;</li> <li><i>Associate Professor</i> - <b>at least 20 points</b>;</li> <li><i>Senior Lecturer</i> - <b>at least 10 points</b>;</li> <li><i>Instructor</i> - <b>at least 5 points</b>.</li> </ul>			

Annex 6  
to the Regulation on the certification of  
employees  
NJC «KazNatsZhenPU»

**Criteria for performance evaluation  
Programme leaders and directors of institutes**

№	Indicator	Indicators	Points
<b>Testing (specific weight: 15%)</b>			
1	Testing	at least 10 correct answers	1 point for each correct answer (max. 15 points)
<b>Academic and personnel administration (share: 35%)</b>			
2	Staffing (staffing)	at least 70 per cent	7
		60-70 %	5
		less than 60 per cent	0
3	Austerity (OP, department, institute)	more than 60 per cent	9
		40-60 %	6
		less than 40 per cent	0
4	Fulfilment of the enrolment plan for all levels of education	as planned	4
5	Quality assurance of syllabuses	No observations during monitoring	3
6	Compliance with labour discipline (disruptions, tardiness, proctoring, etc.) of faculty and staff of the supervised structural unit	absence of recorded facts	2
7	Recruitment of teachers from existing practitioners	at least 20 per cent of the staff	2
8	Quality in the preparation of students' OST (NCT) (only for teacher training)	over 70	3
		50-70	2
		less than 50	0
9	Participation in OP ratings (Atameken, NAAR, NCAOCO) - non-teacher training - teacher training	Inclusion in the top 3 rankings	up to 6
			6
			3
10	Employment of graduates, Of which: - pedagogical direction  - pedagogical direction	depending on the indicators below	up to 2
		over 80 per cent	2
		60-80 %	1
		less than 60 per cent	0
		more than 70 per cent	2
50-70 %	1		
less than 50 per cent	0		
<b>Scientific administration (weight: 30%)</b>			
11	Dissemination of research findings,		12

	<i>including:</i> - publications in publications indexed in Scopus or WoS databases (for the last 3 years) - publications in KOCNVO journals - innovative patent - monographs published in foreign editions (Book chapter, Edited Volume) - monographs published in domestic publications - publications in conference proceedings indexed in the Scopus database	achievement of targets	
12	Attracting funding for R&D: - number of GF, PCF projects - number of RSTD commercialisation projects - number of projects financed from foreign sources (international projects) - number of economic and contractual projects - number of initiative projects registered on the NCSTE portal	achievement of targets	10
13	Student science development and training	depending on the achievement of the indicators below	up to 5
	- PhD training	not less than 40% of defended from the number of graduates of the doctoral programme in the last 2 years	3
	- scientific publications of undergraduate and graduate students	publication of at least 10% of the total number of students	2
14	Availability of prize-winners of R&D and RSPO competitions	- first place - second place - third place	3 2 1
<b>Internationalisation (share: 10%)</b>			
15	Availability of joint / double degree programmes at the department / institute	as planned	3
16	Attracting international students	not less than 10% of the total number of students on the programme	3
17	Number of students who left/arrived under the academic mobility programme	achievement of targets	2
18	Number of teaching staff attracted/travelled for teaching activities	achievement of targets	2
<b>Service to the Community (weight: 10%)</b>			



19	Participation in collegial bodies, working groups, committees (development and participation in the development of the GNI).	quantity	4
20	Promotion of the Company's image (publications and speeches in mass media, etc.)	materials	3
21	Initiative: participation in the development and improvement of work, participation in and organisation of events within the Company (team building, Nauryz, subbotniks, charity, volunteering, etc.);	participation	3
<b>Total</b>			<b>100</b>
<p>Note: To pass the certification, a <b>minimum of 50 points</b> must be achieved in aggregate, while achieving the minimum threshold scores for the following activities:</p> <ul style="list-style-type: none"> <li>- academic administration - <b>20 points</b>;</li> <li>- scientific administration - <b>15 points</b>.</li> </ul>			

Annex 7  
to the Regulation on the certification of  
employees  
NJC «KazNatsZhenPU»

**Criteria for evaluation of an employee from among AUP, deputy director of the  
institute, UWP and OPs**

Directions	Criteria (employees)	Total amount (points)	Total amount (AUP - management) (points)	Total amount (points)
Testing	at least 7 correct answers	up to 15	at least 10 correct answers	up to 15
Activity		40		40
	<b>Threshold scores: 20</b>		<b>Threshold scores: 25</b>	
- interview	- execution of the work plan;	10	- execution of the work plan;	9
	- to fulfil the duties of the job;	15	- to fulfil the duties of the job;	14
	- adherence to professional ethics and communication;	5	- adherence to professional ethics and communication;	4
	- communication skills with students and employees of the Company;	5	- communication skills with students and employees of the Company;	4
	- observance of labour discipline (disruptions, tardiness, proctoring, etc.).	5	- organising the work of the structure (department, division, centre, etc.);	4
			- observance of labour discipline (disruptions, tardiness, proctoring, etc.).	4
				5
Serving the community		35		35
	<b>Threshold scores: 18</b>		<b>Threshold scores: 25</b>	
	- Participation in collegial bodies, working groups, committees (development and participation in the development of the GNI).	16	- Participation in collegial bodies, working groups, committees (development and participation in the development of the GNI).	16
	- promotion of the Company's image (publications and speeches in mass media, etc.)	10	- promotion of the Company's image (publications and speeches in mass media, etc.)	10
	- Initiative: participation in the development and improvement of work, participation and organisation of events	9	- Initiative: participation in the development and improvement of work, participation and organisation of events within the Company (team	9

	within the Company (team building, Nauryz, subbotniks, charity, volunteering, etc.);		building, Nauryz, subbotniks, charity, volunteering, etc.);	
<b>Survey (questionnaire)</b>	Result <b>Threshold scores: 5</b>	<b>10</b>	<b>Threshold scores: 10</b>	<b>10</b>
<b>TOTAL:</b>		<b>100</b>		100
Note: A <b>minimum of 50 points</b> in aggregate is required to pass the assessment.			Note: A <b>minimum of 70 points</b> in total is required to pass the certification.	



Annex 8  
to the Regulation on the certification of  
employees  
NJC «KazNatsZhenPU»

**PROTOCOL NO. \_\_\_\_\_**  
meetings of the Attestation Committee of the AC  
NAO "Kazakh National Women's Pedagogical University"

"\_\_" \_\_\_\_\_ 20\_\_ years.

The Commission, consisting of:

Chairman \_\_\_\_\_

Deputy Chairman of \_\_\_\_\_

Secretary of the AC \_\_\_\_\_

AC members:

AGENDA:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conducted a knowledge test of the following employees:

No · n/a	FULL NAME	Position held	Decision of the AC (one of the listed)	Recomm end ations	Voting result	Note (satisfaction of AKs with answers)
			1) corresponds to the position held (certified); 2) is subject to re- certification; 3) conditionally corresponds to the position held (certified with a remark); 4) does not correspond to the position held (not certified) and is recommended for termination of the labour contract.		Za- Oppose-	

Chairman of the AC

\_\_\_\_\_

FULL NAME

\_\_\_\_\_

signature

Secretary of the AC

\_\_\_\_\_

FULL NAME

\_\_\_\_\_

signature

AC members

\_\_\_\_\_

FULL NAME

\_\_\_\_\_

signature

Annex 9  
to the Regulation on the certification of employees  
NJC «KazNatsZhenPU»

*Chairman of the Board-Rector*  
NJC «KazNatsZhenPU»

\_\_\_\_\_  
*Name From* \_\_\_\_\_  
*FULL NAME* \_\_\_\_\_  
*position*

Complaint

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(with which decision you disagree/ arguments/ specify)

Date

Signature



Annex 10  
to the Regulation on the certification of employees  
NJC «KazNatsZhenPU»

**PROTOCOL NO.** \_\_\_\_\_  
appeal board meetings  
NJC "Kazakh National Women's Pedagogical University"

" \_\_\_\_\_ " 20 \_\_ years.

The Commission, consisting of:

Chairman \_\_\_\_\_

Deputy Chairman of \_\_\_\_\_

Secretary of the AC \_\_\_\_\_

AC members: \_\_\_\_\_

AGENDA: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECISION of the appeals committee:**

No. n/a	FULL NAME	Position held	AK Decision	Voting results
			1) to leave the decision of the Attestation Commission unchanged; 2) on cancellation of the decision of the Attestation Commission and re-certification of the Employee.	Za- Oppose- Abstained-

Chairman AC \_\_\_\_\_  
FULL NAME \_\_\_\_\_ signature \_\_\_\_\_

Secretary \_\_\_\_\_  
FULL NAME \_\_\_\_\_ signature \_\_\_\_\_

AC members \_\_\_\_\_  
FULL NAME \_\_\_\_\_ signature \_\_\_\_\_







