**APPROVED BY
the decision of the Board of Directors
of NJSC "Kazakh National
Women's Teacher Training University"
Protocol № 1 dated from October 26, 2021**

(With amendments and additions dated from April 06, 2021, Decision № 1)

**Procedure for selection and appointment of the Chair of the Managing Board -
Rector and election of members of the Managing Board of the non-profit joint
stock company "Kazakh National Women's Teacher Training University"**

1. General terms

1. The Procedure for selection and appointment of the Chair of the Managing Board-Rector and election of members of the Managing Board of non-profit joint stock company "Kazakh National Women's Teacher Training University". (hereinafter - the Procedure) was developed in accordance with the Law of the Republic of Kazakhstan "About Joint Stock Companies", the Charter of the non-profit joint stock company "Kazakh National Women's Teacher Training University". (hereinafter - the Company) and other regulatory legal acts of the Republic of Kazakhstan and determines the procedure of election (appointment) of the Chair of the Managing Board-Rector, appointment of a member of the Managing Board on academic issues, election of members of the Managing Board.

**2. Procedure for election (appointment) of the Chair of the Managing Board-
Rector**

2.1 Election (appointment) of the Chair of the Managing Board-Rector belongs to the exceptional competence of the authorized body of the corresponding industry as the Sole Shareholder of the Company (hereinafter - the authorized body).

Election (appointment) of the Chair of the Managing Board-Rector is carried out by means of open Contest (hereinafter referred to as the Contest) and includes the following stages:

- making a decision on conducting the Contest;
- Publication of announcement about the Contest;
- Receiving documents of persons claiming to be the Chair of the Managing Board-Rector;
- taking a decision on eligibility of persons who have submitted documents for participation in the Contest;
- reviewing the documents of candidates for the position of Chair of the Managing Board-Rector at the meeting of the Board of Directors;
- considering the documents of candidates for the position of Chair of the Managing Board-Rector at a meeting of the Republican Commission;

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- making a decision on election (appointment) of the Chair of the Managing Board-Rector by the authorized body as the Sole Shareholder.

2.2 The Board of Directors decides on a Contest for the position of Chair of the Managing Board-Rector. The Board of Directors determines the terms, date and place of the Contest.

2.3 The announcement of the Contest for the position of the Chair of the Managing Board-Rector according to Appendix 1 shall be published in the official mass media as well as on the Internet resource of the authorized body in the state and Russian languages ten calendar days prior to the date of the Contest.

2.4 The main requirements in the selection of candidates for the position of Chair of the Managing Board-Rector are:

- 1) higher education and scientific degree;
- 2) At least 5 years of experience in managerial positions in educational organizations and/or authorized bodies in the relevant fields and (or) PhD degree obtained at foreign universities included in the top 50 QS-WUR ranking.

2.5 Everyone, including foreign residents, who meets the requirements of this Procedure can take part in the Contest.

2.6 The following documents in electronic and printed forms shall be submitted to the authorized body for participation in the Contest:

- 1) An application in the form according to the Appendix 2;
- 2) A copy of the identity document of the participant of the Contest;
- 3) The participant's CV with a 3x4 photo in the form according to the Appendix 3;
- 4) The higher education institution development program;
- 5) Copies of education documents and their appendices with the submission of the originals for verification:

- to copies of documents on education, received by citizens of the Republic of Kazakhstan in the foreign organizations of education are attached copies of certificates on recognition or nostrification of these documents on education, issued by the authorized body in the field of education, except for documents on education, issued by foreign higher educational institutions, scientific centers and laboratories to citizens of the Republic of Kazakhstan - owners of the international scholarship "Bolashak", and also being covered by the international contract (agreement) on education;

- copies of documents on education issued to the holders of the international scholarship "Bolashak" attached a copy of a certificate of completion of education on the international scholarship of the President of the Republic of Kazakhstan "Bolashak", issued by the joint stock company "Center for International Programs";

- copies of certificates of recognition of these documents on education issued by the authorized body in the field of education are attached to the copies of documents on education subject to the international contract (agreement) on mutual recognition and equivalence;

6) A copy of the document confirming the labor activity, certified by the HR department at the place (current or last) of work;

7) medical certificate of the state of health (medical professional advisory opinion) according to form No. 075/y;

8) Certificate from a psychoneurological organization issued not more than one year prior to the date of submission the documents in accordance with the legislation on public services;

9) Certificate from the narcological organization issued not more than one year before the date of submission the documents in accordance with the legislation on state services;

10) The document confirming the absence of prohibition to hold a position in accordance with the criminal legislation.

In cases of implementation of restrictive measures by the relevant state authorities, implementation of a state of emergency, occurrence of emergency situations of social, natural and man-caused nature, the participants of the Contest do not submit the documents specified in sub-items 7, 8 and 9.

The persons applying for participation in the Contest may provide additional information related to their education, work experience, professional level and reputation (copies of documents on professional development, awarding of academic degrees and titles, characteristics, recommendations, scientific publications and other information describing their professional activity, qualification).

The person applying for participation in the Contest shall submit documents in accordance with paragraph 2.6 of this Procedure, as well as the development program of the higher education institution (hereinafter - the development program) to the authorized body within the period specified in paragraph 2.3 of this Procedure.

2.7 The decision on the admission of persons who have submitted documents to participate in the Contest shall be taken by the authorized body within five working days from the date of expiration of receiving documents. The authorized body shall send a list of persons allowed to participate with all documents to the Corporate Secretary of the Board of Directors.

2.8 Persons shall not be allowed to participate in the Contest, if they are:

- 1) Under twenty-five years old;
- 2) Previously committed a corruption offence;
- 3) Have an unexpunged or uncanceled criminal record;
- 4) Registered in medical special institutions;
- 5) Other cases stipulated by the legislation of the Republic of Kazakhstan.

2.9 Documents of individuals admitted to the Contest, as well as development programs submitted by candidates, are considered at the meeting of the Board of Directors within seven business days.

Candidates' participation in the meeting of the Board of Directors is mandatory.

2.10 Corporate Secretary:

- 1) Ensure publication of a contest announcement at the expense of the non-profit joint stock company;
- 2) Prepare documents for consideration at the meeting of the Board of Directors;
- 3) ensure holding of the meeting of the Board of Directors to review documents of individuals permitted to participate in the Contest by means of videoconferencing (if necessary), perform video recording of the meeting, and ensure storage of video recordings on electronic media;

4) ensure the secret voting by means of programs/applications or other electronic means to ensure the secret ballot.

5) Prepare the list of candidates recommended by the Board of Directors for the position of the Chair of the Managing Board - Rector and send it to the authorized body for consideration at the meeting of the Republican Commission.

2.11 A meeting of the Board of Directors shall be deemed competent if at least two thirds of the total number of the Board of Directors members attend the meeting.

2.12 It is allowed to hold a meeting of the Board of Directors to consider documents of persons admitted to participate in the Contest for the position of Chair of the Managing Board-Rector, in the mode of video conferencing (hereinafter - VCS).

2.13 The Board of Directors, after considering the development program of the higher education institution, by secret ballot and at least two-thirds of votes, determines the candidacy for consideration by the Republican Commission.

2.14 In the case of a meeting of the Board of Directors to consider documents of persons admitted to participate in the Contest for the position of Chair of the Managing Board-Rector, in the videoconferencing mode, voting is carried out through programs / applications or other electronic method that allows ensuring the secrecy of voting.

2.15 Based on the results of consideration the documents of persons admitted to participate in the Contest for the position of Chair of the Managing Board-Rector, if they meet the requirements, the Board of Directors forms a list of recommended candidates to be submitted for consideration by the Republican Commission.

2.16 If documents of less than two candidates that meet the requirements established by this Procedure are submitted for consideration by the Board of Directors, or documents have not been received, or candidates have not been recommended, the Board of Directors declares the Contest invalid and decides to hold a repeated Contest.

2.17 The protocol decision of the Board of Directors with all documents shall be submitted to the Republican Commission.

2.18 The composition of the Republican Commission is determined by the authorized body.

2.19 The Republican Commission examines the submitted documents and conducts an interview with the participants of the Contest within 30 calendar days. Based on the results of the interview, a candidate for the position of Chairman of the Board - Rector is determined by a majority vote by open vote.

In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, emergencies of a social, natural and man-made character, the Republican Commission conducts a Contest for the election of the Chairman of Board-Rector online. The Republican Commission shall notify the candidates about the results of the Contest after an open vote.

The work experience of a candidate in managerial positions in higher educational institutions and / or in educational management bodies, other things being equal, is the primary basis for recommending a candidate for the position of Chair of the Managing Board-Rector of the Company.

2.20 If, as a result of the interview, the Republican Commission did not identify a candidate for the position of Chair of the Managing Board-Rector, then the Board of Directors declares the Contest invalid and decides to hold a repeated Contest.

The materials of the Contest commission, documents of the participants in the Contest who received a positive conclusion of the Contest commission, as well as the track record, application and documents of persons who did not pass the competitive selection, are stored in the personnel service of the authorized body.

2.21 The decision of the Republican Commission is the basis for the appointment of the Chair of the Managing Board-Rector.

Based on the positive decision made by the Republican Commission on the candidacy of the Chair of the Managing Board-Rector, the authorized body as the Sole Shareholder issues an order on the appointment of the Chair of the Managing Board-Rector and concludes an employment contract with him (hereinafter referred to as the Contract).

2.22 The employment contract is signed for a period of three years. At the end of the term by agreement of the parties, the employment contract shall be extended or a decision to announce a Contest for the position of the Chairman of the Board - Rector shall be made..

2.23 A probationary period is established in the employment contract. Upon the expiration of the probationary period, if the Chair of the Managing Board-Rector is found to be inconsistent with the position held, the Agreement is terminated by the Sole Shareholder in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

3. Appointment of a member of the Managing Board for Academic Affairs.

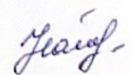
3.1 Appointment of a member of the Managing Board for academic affairs is within the exclusive competence of the authorized body as the Sole Shareholder.

3.2 The Sole Shareholder independently determines the procedure for appointing, determining the term of office of a member of the Managing Board for academic affairs and early termination of his powers, as well as the procedure for considering issues of his disciplinary liability.

3.3 On the basis of a positive decision made by the Sole Shareholder, the Chair of the Managing Board-Rector issues an order on the appointment of a member of the Managing Board on academic issues and concludes an employment contract with him.

3.4 An employment contract with a member of the Managing Board on Academic Affairs is concluded for a period determined by the Sole Shareholder. At the end of the term, by agreement of the parties, the employment contract is extended or terminated.

3.5 A probationary period is established in the employment contract. Upon the expiration of the probationary period, in the event that a member of the Managing Board on academic affairs is found to be inconsistent with his position, the employment contract is terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.



4. The procedure for electing members of the Managing Board (except for the Chair of the Managing Board-Rector and a member of the Managing Board for academic affairs)

4.1 Determination of the number of members of the Managing Board, their term of office and election of members of the Managing Board (with the exception of the Chair of the Managing Board-Rector and a member of the Managing Board on academic affairs), as well as early termination of their powers and bringing to disciplinary responsibility are within the exclusive competence of the Board of Directors.

4.2 The election of members of the Managing Board (with the exception of a member of the Managing Board for academic affairs) is carried out through an open Contest (hereinafter referred to as the Contest) and includes the following stages:

- making a decision on holding the Contest;
- publication of the announcement of the Contest;
- acceptance of documents from persons applying for the positions of members of the Managing Board (except for a member of the Managing Board on academic issues);
- consideration of documents of candidates applying for the positions of members of the Managing Board (with the exception of a member of the Managing Board for academic affairs), interviewing and making a decision on election at a meeting of the Board of Directors.

4.3 The Board of Directors at the meeting determines the number of members of the Managing Board and makes a decision on holding a Contest for the positions of members of the Managing Board, determines the conditions, date and place of its holding.

4.4 The announcement of a Contest for the position of members of the Managing Board of the Company (with the exception of a member of the Managing Board for academic affairs) is published in the official media, as well as on the Internet resource of the authorized body in the state and Russian languages ten calendar days before the date of the Contest.

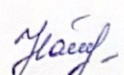
4.5 The main requirements for the selection of candidates for the positions of members of the Managing Board (with the exception of a member of the Managing Board on academic affairs) are:

- 1) The presence of higher and postgraduate education;
- 2) The presence of at least 3 years of work experience in managing positions in educational organizations and (or) in authorized bodies in the relevant areas.

4.6 Everyone, including foreign citizens, who meet the requirements provided for in this Procedure, can take part in the Contest.

4.7 A person applying for participation in the competition shall submit the following documents in electronic and printed form (in Kazakh, English and Russian languages):

- 1) an application in the prescribed form;
- 2) copy of a document certifying identity of a participant of the Contest;



3) CV of a contestant with a 3x4 color photo in the prescribed form;

4) copies of documents on education and appendices to them with submission of originals for verification:

- to copies of documents on education, received by citizens of the Republic of Kazakhstan in foreign educational organizations, copies of certificates on recognition or nostrification of these documents on education, issued by the authorized body in the field of education, except for documents on education, issued by foreign higher educational institutions, scientific centers and laboratories to citizens of the Republic of Kazakhstan - holders of international scholarship "Bolashak", and also falling under the international treaty (agreement);

- Copies of educational documents issued to the holders of the international scholarship "Bolashak" shall be accompanied by a copy of a certificate of completion of the international scholarship of the President of the Republic of Kazakhstan "Bolashak", issued by the joint-stock company "Center for International Programs";

- to copies of documents on education, falling under the international treaty (agreement) on mutual recognition and equivalence attached copies of certificates on the recognition of these documents on education, issued by the authorized body in the field of education;

5) copy of the document, confirming professional activity, certified by the HR service at the place of (current or last) work;

6) medical certificate of the state of health (medical professional advisory opinion) according to form No. 075/y;

7) certificate from the psycho-neurological organization issued not more than one year prior to the date of submission the documents, in accordance with the legislation on public services;

8) certificate from the narcological organization issued not more than one year prior to the date of submission the documents in accordance with the legislation on public services;

9) document confirming the absence of prohibition to hold the position in accordance with the legislation on public services.

In cases of implementation of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural and man-made nature, the service recipients of the Contest participants do not submit the documents specified in subparagraphs 7, 8 and 9.

Persons applying for participation in the contest can provide additional information regarding their education, work experience, professional level and reputation (copies of documents on advanced training, award of academic degrees and titles, characteristics, recommendations, scientific publications and other information characterizing their professional activities, qualifications).

Persons applying for participation in the Contest submit documents in accordance with clause 4.7 of this Procedure to the Corporate Secretary within the period specified in clause 4.4 of this Procedure.

4.8 Persons are not allowed to participate in the Contest:

1) Under twenty-five years old;

- 2) Who has previously committed a corruption offense;
- 3) Having an unexpunged or uncanceled criminal record;
- 4) Who were registered in medical special institutions;
- 5) Other cases provided for by the legislation of the Republic of Kazakhstan.

4.9 Corporate Secretary:

- 1) Ensures the publication of the announcement of the contest at the expense of the non-commercial joint stock company;
- 2) Accepts and prepares documents for consideration at a meeting of the Board of Directors;
- 3) Ensures the holding of a meeting of the Board of Directors for consideration the documents of persons admitted to participate in the Contest through videoconferencing (if necessary), performs video recording of the course of the meeting, ensures the storage of video recordings on electronic media;
- 4) Ensures the conduct of secret voting through programs / applications or other electronic means that allows ensuring the secrecy of voting.
- 5) Forms a list of candidates elected by the Board of Directors for the positions of members of the Managing Board of the Company (with the exception of a member of the Managing Board on academic affairs).

4.10 The Board of Directors reviews documents for compliance with the requirements of clause 4.5 of this Procedure, and conducts interviews with applicants for positions of members of the Managing Board (with the exception of a member of the Managing Board on academic affairs) within seven working days.

4.11 A meeting of the Board of Directors shall be deemed competent if at least two thirds of the total number of members of the Board of Directors participate in the meeting.

Participation of candidates in a meeting of the Board of Directors is mandatory.

4.12 It is allowed to hold a meeting of the Board of Directors to consider documents of persons applying for the positions of members of the Managing Board (with the exception of a member of the Managing Board on academic affairs) and conduct an interview with them, in the VCS mode.

4.13 If the candidate is unable to participate in a meeting of the Board of Directors to consider documents of persons applying for the positions of members of the Managing Board (with the exception of a member of the Managing Board on academic affairs) and conduct an interview with them through the VCS, the interview is postponed to another day, but no later than three working days, while the Corporate Secretary notifies the candidate one day before the next interview.

4.14 The Board of Directors shall, upon review of the documents of the persons applying for the positions of members of the Managing Board (except for a member of the Managing Board on academic affairs) and conducting an interview with them, by secret ballot by majority vote determine the candidate for the position of a member of the Managing Board.

The work experience in managing positions in higher educational institutions and/or educational management bodies, all other things being equal, shall be a

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preferential basis for determining a candidate for the position of a member of the Managing Board

4.15 If less than two candidates for the position of a member of the Managing Board, who meet the requirements established by this Procedure, have submitted documents for consideration by the Board of Directors, or the documents (applications) have not been received, have been withdrawn, or the candidates have not been recommended, the Board of Directors shall consider the Contest invalid and decide to hold a second Contest.

The materials of the Contest, documents of the participants who received a positive recommendation of the Board of Directors, as well as the CVs, applications and documents of the persons who did not pass the competitive selection, shall be kept by the Corporate Secretary.

4.16 Based on the results of the interview, the Board of Directors makes a decision on the election of members of the Managing Board, their term of office, but not more than 3 years (except for the Member of the Managing Board for Academic Affairs).

4.17 On the basis of the adopted positive decision of the Board of Directors, the Chair of the Managing Board-Rector issues an order on the appointment of Members of the Managing Board and signs employment contracts with them.

4.18 The employment contract with each member of the Board (except for a member of the Managing Board for Academic Affairs) shall be signed for a term determined by the Board of Directors. At the end of the term, by agreement of the parties, the employment contract shall be extended or a decision to announce a contest for the position of a member of the Managing Board shall be made.

4.19 A probationary period shall be established in the employment contract. At the end of the probationary period, in case of non-compliance of a member of the Managing Board with his/her position, the employment contract shall be terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

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