

**"Aktobe Regional University named K. Zhubanov" NJSC**

**APPROVED**

Chairman of the Board-Rector of  
K. Zhubanov Aktobe Regional University

\_\_\_\_\_ L.Ch.Karabassova  
28.06.2024

**Regulations on the employment of graduates**

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## **THIS REGULATION WAS DEVELOPED**

Director of the Department of Career  
and Professional Guidance

\_\_\_\_\_ A.Kh.Zhumagaziyev

Based on the decision of the Scientific Council (28.06.2024, protocol №14)

**APPROVED AND ENTERED INTO APPLICATION** by the Chairman of the Board-  
Rector of the Aktobe Regional University named after K. Zhubanov.

**EXPIRY DATE** until replaced

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## **1 SCOPE OF APPLICATION**

These Regulations have been developed in accordance with the regulatory legal acts of the Education System of the Republic of Kazakhstan and establish general requirements for the employment of graduates of the Aktobe Regional University named after K. Zhubanov.

The rules are applied by specialists from the Department of Career and Professional Guidance, faculty deans, and heads of graduate departments.

## **2 NORMATIVE REFERENCES**

These Rules use references to the following regulatory documents:

2.1. Constitution of the Republic of Kazakhstan;

2.2. Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III (with amendments and additions dated July 14, 2022 No. 141-VII).

2.3. Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015 (with amendments and additions as of 04.07. 2023 No. 15-VIII).

2.4 Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 403 dated 11.08.2023 "On approval of the rules for sending a specialist to work, reimbursement of expenses incurred at the expense of budget funds, granting the right to self-employment, and exemption from or termination of the obligation to reimburse citizens of the Republic of Kazakhstan who received education on the basis of a state educational order"

## **3 TERMS, DEFINITIONS, SYMBOLS AND ABBREVIATIONS**

3.1. The following terms and definitions are used in these Rules:

– Job placement is a system of activities aimed at assisting university graduates in finding and finding employment.

- Job fair - a form of employee selection, a method of employing university graduates; held in the form of meetings between employers and university graduates.

3.2. The following symbols and abbreviations are used in these Rules:

MSHE of RK – Ministry of Science and Higher Education of the Republic of Kazakhstan

SEN – special educational needs

3.3. These Rules use the following basic concepts:

1) a young specialist – is a person who has mastered the relevant educational programs of higher education;

2) Doctor of Philosophy (PhD) – a person who has completed the relevant professional educational program of postgraduate education aimed at training scientific and pedagogical personnel, awarding the scientific degree of Doctor of Philosophy (PhD).

#### **4 GENERAL RULES**

The purpose of these Regulations is to organize and conduct activities to assist in the employment of University graduates.

#### **5 GOALS AND OBJECTIVES OF GRADUATE PLACEMENT**

5.1. The purpose of the university's graduate employment service is to ensure the university's stable and effective work in the employment of graduates and to implement a complex of services aimed at helping university graduates master modern technologies for building their careers.

5.2. The main objectives of employment of university graduates are:

- \* Establishing interaction with educational organizations, enterprises and institutions in the field of employment of university graduates;
- \* Meeting the needs of the university in creating a personnel reserve (including from a contingent of university graduates) for subsequent employment at the university;
- \* Ensuring high quality of implementation of services for employment of university graduates based on the use of modern organizational approaches, technologies and innovative methods in the human resources management system;
- \* Ensuring the implementation of a set of measures based on the Department of Career and Professional Guidance in the areas of training determined on the basis of the Regulations on the Employment of Graduates, recommendations from the deaneries of faculties and graduate departments of the university.

#### **6 ORGANIZATION OF MANAGEMENT OF PLACEMENT SERVICES FOR UNIVERSITY GRADUATES**

6.1. Work on the employment of university graduates is carried out by faculties in coordination with the Department of Career and Professional Guidance.

6.2. The faculties and graduate departments of the university, together with the Department of Career and Professional Guidance, organize activities for the employment of university graduates, providing all necessary data, including databases of university graduates and employers.

6.3. When distributing, the health status, needs and capabilities of graduates with disabilities of the 3rd group of disability are taken into account first. People with disabilities of the 1st and 2nd groups are given the right to free distribution, and students on state educational orders are also exempted from mandatory payment.

6.4. General control over the employment of university graduates is exercised by the Vice-Rector for Academic Affairs, whose functional responsibilities include supervision of this area.

## **7 MAIN DIRECTIONS OF LABOR PLACEMENT WORK FOR UNIVERSITY GRADUATES**

7.1. The main areas of activity for the employment of university graduates:

- \* Creation, maintenance and development of a database of job seekers, employers, partners;
- \* Use of university media, including electronic media, to post announcements about graduate employment;
- \* Receiving University graduates who apply to the Career and Professional Guidance Department for assistance in finding a job, providing advice on filling out questionnaires and creating resumes, receiving and sending completed questionnaires/resumes;
- \* Acceptance of applications, advisory support to customer enterprises;
- \* Conducting personnel selection work based on assessing the personal and professional characteristics of candidates in accordance with the requirements of the customer enterprise;
- \* Organizing and holding a Job Fair at the University;
- \* Organizing and conducting company presentations at the university;
- \* Organizing and conducting job fairs and seminars on current topics in the field of employment;
- \* Organization and holding of conferences and working meetings on issues of graduate employment at the university;
- \* Advising students and graduates on their career management and development, and workplace adaptation;
- \* Place advertisements in the media about the activities of the Career and Professional Guidance Department.

7.2. Annually update information about graduates in the "PLATONUS" database.

7.3. Collect applications from organizations and enterprises for vacancies based on direct contacts between the university and interested organizations.

7.4. Career Day for graduates of pedagogical education programs and graduates of non-pedagogical specialties is held no later than May 15 of each academic year.

## **8 WORK OF THE STATE COMMISSION**

8.1. The university annually forms a commission for the employment of graduates. The composition of the commission for the employment of graduates of individual distribution is approved by the rector of the university.

8.2. The commission makes a decision on sending young specialists to work.

8.3. The State Commission is guided by the above-mentioned regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan in its decisions.

8.4. Graduates who receive an educational grant will work for at least three years after graduating from a higher education institution in the direction assigned by the commission.

8.5. Graduates who receive an educational grant (in the "education" direction) are sent to work in educational organizations for a period of at least three years after graduating from a higher education institution.

8.6. Graduates who have completed their studies within the framework of the "Serpin-2050" Eternal Youth of the Country – to Industry" program will work for at least 2 years after graduating from a university in regions determined by the Ministry of Labor and Social Development (according to the list).

8.7. The allocation of young specialists is carried out on the basis of the Employer's request for future employment and the retention of the vacancy until the young specialist arrives at the workplace.

8.8. In the event that there are no vacancies at the time of distribution, young specialists are subject to registration as unemployed at their place of residence, taking into account the time they were registered as unemployed during their employment.

8.9. Graduates who have received education on a contract basis have the right to freely distribute or, at their discretion, may be sent to work in accordance with the requests of enterprises and organizations.

8.10. For graduates of higher education institutions who graduated under a state order, the Department of Career and Professional Guidance issues a job referral in accordance with the decision of the commission.

8.11. Young specialists sent to work shall arrive at their workplace no later than August 1 of each academic year.

## **9 PROCEDURE FOR SENDING YOUNG SPECIALISTS TO WORK**

9.1 Educational organizations have the right to prioritize the allocation of work:

- 1) People who live, work or perform services in the locality where their spouses have provided a vacancy or in a nearby locality;
- 2) Persons whose one or both parents are disabled persons of groups I and II, as well as persons who are guardians and custodians of persons permanently residing in the locality where the vacancy was granted.

9.2 Young professionals sent to work in rural areas receive social guarantees in accordance with the legislation of the Republic of Kazakhstan.

9.3 When independently distributing young specialists:

- 1) place of permanent residence or suitable settlement;
- 2) the existence of circumstances providing for the right to priority distribution provided for by law;

3) the existence of circumstances that exempt from the obligation to complete or postpone the fulfillment of the obligation to complete.

4) In the absence of vacancies for a young specialist to permanently reside, he/she shall be assigned to the nearest village (village), township, rural (rural) district, district, or region.

9.4 When entering or being called up for military service, a young specialist is granted a deferment of service time, not counting the time spent in service during the service period.

9.5 Spouses who have completed their studies at the same time at a higher educational institution (university) are provided with work in organizations located in the same locality. If one of the spouses completed his studies earlier, then his division is carried out on a general basis. In this case, the spouse who completed his studies later has the right to divide the work of his spouse in the first place.

9.6 Young professionals who fail to appear before the appropriate allocation commission without a valid reason will be allocated without their participation.

9.7 The independent distribution of young specialists is formalized by the decision of the relevant distribution commission, on the basis of which the university prepares work referrals in the established form. At the same time, the university notifies young specialists about their distribution by issuing work referrals.

9.8 For failure to fulfill the obligation to complete the training provided for by law, a young specialist shall reimburse the budget for the expenses incurred in connection with their training from budget funds, except for cases provided for by law.

9.9 The period of training of young specialists is calculated from the date of their conclusion of an employment contract with their employers.

9.10 In the event of termination of the employment contract with a young specialist at the initiative of the employer, the employer shall notify the local executive body of the region of this, providing relevant supporting documents, no later than three calendar days after the termination of the employment contract. In this case, young specialists are subject to reassignment if the employment contract with them is terminated on the grounds of the liquidation of the Employer - a legal entity, as well as the reduction in the number of employees or staff.

9.11 People who do not enter the Master's program are subject to reassignment.

## **10. GRANTING THE RIGHT TO SELF-EMPLOYMENT**

10.1. Exemption from the obligation to complete the training provided for by law is granted to the following categories by decision of the commission for the independent distribution of young specialists:

- 1) to persons in the absence of vacancies in the locality or in a nearby locality where their spouse resides, works or performs his/her duties;
- 2) disabled people of groups I and II;
- 3) persons enrolled in a master's degree, residency, or doctoral program for further study;
- 4) pregnant women, people with a child (children) under the age of three, as well as people who are raising them on their own.

10.2. The obligation to complete the training provided for by the Law without reimbursement of expenses incurred from budget funds shall be suspended:

- 1) in connection with the performance of processing tasks;
- 2) due to the death of a student (young specialist, Doctor of Philosophy (PhD)), confirmed by appropriate documents;
- 3) in case of disability of groups I and II during the repayment period;
- 4) to persons if their health condition subsequently prevents them from performing their work duties or poses a threat to their health and (or) the occupational safety of other persons;

10.3. All circumstances must be confirmed by appropriate documents.

## **11 ALUMNI CONTACT**

11.1 The University strives to maintain contact with its alumni. This work is carried out by the graduate departments in conjunction with the Department of Career and Professional Guidance.

11.2 Communication with alumni can be carried out through:

- \* talking on the phone;
- \* correspondence, including correspondence via email;
- \* meetings, including planned alumni meetings;

11.3 Based on the results of such contacts, an analysis of the employment issues of graduates will be conducted.

## **12 ACCOUNTABILITY MONITORING AND PRESENTATION**

12.1 The Department of Career and Professional Guidance, together with the graduating departments, monitors the arrival of young specialists at the workplace in accordance with the decision of the commission for the allocation of young specialists.

12.2 Graduate departments annually submit certificates on the employment of graduates of the previous academic year - young specialists by October 1. Departments collect copies of certificates and monitor the employment of each BU.

12.3 The results of graduate employment are discussed quarterly at meetings of the councils of departments and faculties, twice a year at the meeting of the Academic Council, and once a year at the meeting of the Academic Council.



## **13 PARTICIPANTS IN THE PLACEMENT PROCESS OF UNIVERSITY GRADUATES, THEIR FUNCTIONS**

13.1 Participants in the process of employment of university graduates:

- Vice-Rector for Academic Affairs;
- Department of Career and Professional Guidance;
- deans of faculties and heads of graduate departments of the university.

13.2 The main functions of the Vice-Rector for Academic Affairs and the Director of the Department of Career and Professional Guidance are:

- \* defining the strategic goals, objectives and coordinating the activities of the career and Professional guidance department;
- \* Monitoring the main results of employment activities for university graduates;
- \* determine the main areas of activity for the employment of University graduates in accordance with the established strategic and operational goals and objectives;
- \* Organization and coordination of work aimed at increasing activity in advertising services for the employment of university graduates.
- \* Representing the interests of the university in the field of graduate employment.

## **14 AMENDMENTS AND SUPPLEMENTATIONS**

14.1 Amendments and supplements to the Rules are made in accordance with legislative acts, regulatory documents in the field of education and regulations within the university.

14.2 In the event of a change, all existing copies of the Rules must be withdrawn and replaced with new ones.

### **AGREED:**

Member of the Board for Academic Affairs - Vice-Rector

L.Myasnikova

