

**"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 branch of the department**

**Publication for official use  
Aktobe, 2024**

## **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 Aktope Regional University named after K. Zhubanov.

**EXPIRY DATE** until replaced

These Regulations may be transferred to third parties with the official permission of the Rector  
of the K. Zhubanov ARU.

## **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 the main tasks and functions of the department branch of the "K. Zhubanov Aktobe Regional University" NJSC.

## **2. NORMATIVE DOCUMENTS**

This rule as follows normative developed in accordance with the documents :

2.1 Law of the Republic of Kazakhstan No. 319-III dated July 27, 2007 "On Education" (as amended and supplemented by No. 141-VII dated July 14, 2022).

2.2 Principles of organizing the educational process using credit learning technology. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 20.04.2011 No. 152 (with amendments and additions to the Ministry of Education and Science of the Republic of Kazakhstan dated 04.04.2023 No. 145).

2.3 Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education of the Republic of Kazakhstan dated October 30, 2018 No. 595 (with amendments and additions to the Law of the Republic of Kazakhstan dated August 2, 2023 No. 379).

2.4 State mandatory standard of higher education. Order of the Ministry of Education of the Republic of Kazakhstan dated October 31, 2018 No. 604 (with amendments and additions No. 2 of the Ministry of Education of the Republic of Kazakhstan dated July 20, 2022).

## **1 GENERAL RULE**

1.1 These Regulations determine the organizational basis for the activities of the branches of the department of the Aktobe Regional University named after K. Zhubanov at enterprises or organizations, and have been developed in accordance with the Charter of the Aktobe Regional University named after K. Zhubanov.

1.2 The purpose of establishing a branch of the department is to bring the educational process as close as possible to real production, implement practice-oriented education, effectively use personnel and material and technical capabilities, conduct joint research work with the participation of students, and improve the quality of training specialists with higher and postgraduate education based on improving the qualifications of the teaching staff.

1.3 A department branch is established with the consent of the head of the enterprise corresponding to the department's profile. A department branch is dissolved upon termination of the contract or upon the expiration of the contract.

1.4 The department branch is guided by the regulatory documents that determine the work of the department. The head of the department is responsible for the work of the branch.

1.5 The department branch must have an educational base that ensures the educational process, scientific research and practical activities.

## **2 MAIN OBJECTIVES OF THE DEPARTMENT BRANCH**

The branch of the department is an auxiliary base of the department, providing support in organizing educational, methodological and research work.

The main tasks of the department branch are:

- involve employees of the base organization in the formation of educational content and requirements for learning outcomes;
- updating the practical component in the training of specialists, taking into account the experience of organizations and institutions;
- involving employers in assessing the quality of specialist training;
- formation of necessary competencies in learners;
- conducting joint scientific research and implementing their results into production.

## **3. FUNCTIONS OF DEPARTMENT BRANCHES**

The following functions are assigned to the department branch:

3.1 Participation of employers in the development, discussion, design, adoption, approval and implementation of modular educational programs and a catalog of elective subjects.

3.2 Provide students with the opportunity for dual learning.

3.3 Organization of the educational process:

- organization and conduct of training sessions in approved subjects, including laboratory and practical classes;

- implementation of course and diploma design;

organization and conduct of professional practices, scientific and research work of students;

- organizing the participation of enterprise specialists in assessing students' knowledge during the defense of practice reports, course projects, the work of state certification commissions and the review of diploma theses (projects), organizing field meetings of state certification commissions at enterprises.

3.4 Organization and conduct of methodological work.

- development and coordination with the enterprise of educational programs, subject curricula and methodological support, taking into account innovations introduced into the enterprise's activities;

- development and coordination of professional practice programs with the enterprise;

- development of educational and teaching aids using enterprise materials;

- development of elective courses, topics for course and diploma theses (projects), taking into account the needs of the enterprise;

- development and introduction of modern educational technologies and technical teaching aids into the learning process;

- Organization of peer review of university educational publications by enterprise specialists.

3.5 Employment of graduates and monitoring their career growth.

3.6 Organization and conduct of scientific and research work on the topic of the enterprise, involving students, and implementation of their results in practice.

3.7 Provision of additional education and consulting services to employees of the enterprise.

3.8 Development of the educational, laboratory, information base of the department and the department branch in general.

3.9 Organization of advanced training of employees of the enterprise and university teachers.

#### **4 INTERACTION OF THE DEPARTMENT BRANCH**

The department branch communicates with the university administration and the enterprise administration through the dean of the faculty.

#### **5 CHANGES**

Amendments and additions to the regulations on the department branch are made only with the permission of the vice-rector for the Department of Education and Science and are formalized in the form of a document after his signature.

#### **6 APPROVAL, STORAGE AND DISTRIBUTION**

6.1 The distribution of the draft regulations on the department branch is carried out by the head of the working group.

#### **AGREED:**

Member of the Board for Academic Affairs - Vice-Rector

L.Myasnikova

**Contract No. \_\_\_\_\_**  
 department branch organization about  
 " \_\_\_\_\_ " \_\_\_\_\_ **20\_\_ d.**

The Ministry of Science and Higher Education of the Republic of Kazakhstan, as a member of the Board of the Non-Commercial Joint-Stock Company "Aktobe Regional University named after K. Zhubanov", hereinafter referred to as the "University", is the Board for Academic Affairs, acting on the basis of the order of the university No. 16-N dated 10.01.2024

member, vice-rector Lyudmila Nikolaevna Myasnikova and \_\_\_\_\_  
 \_\_\_\_\_ hereinafter referred to as the "organization" acting  
 on the basis of \_\_\_\_\_, and together referred to as the  
 "Parties", have concluded this Agreement on the following:

### **1. GENERAL RULES**

The parties agreed to establish a branch of the \_\_\_\_\_ department  
 on the basis of the K. Zhubanov AYU.

The purpose of creating a branch of the department is to bring the educational process as close as possible to real production, implement practice-oriented education, effectively use personnel and material and technical capabilities, conduct joint research work with the participation of students, and improve the quality of training qualified specialists.

### **2. OBJECTIVES OF THE ORGANIZATION**

2.1 Participation of employers in the development, discussion, design, adoption, approval and implementation of modular educational programs and a catalog of elective subjects.

2.2. Providing students with the opportunity for dual learning

2.3. When introducing elective courses, a letter of consent must be sent to the rector.

2.4. Creating the necessary conditions for the work of the department branch.

- allocation and equipment of classrooms for conducting training sessions;
- providing equipment, tools, and other technical teaching aids for conducting training classes and scientific research;
- ensuring safe working conditions for students and teachers;
- providing practical assistance in equipping the department with visual aids in the form of samples of manufactured products, drugs, etc.
- to enable joint research and development and the implementation of its results in production;
- drawing up agreements for the internship of students.

2.5. Providing the branch with qualified employees of the organization to conduct educational, methodological and scientific activities

2.6. Participate in coordinating the topics of students' theses (projects) and scientific research of the department, taking into account the needs and capabilities of the organization.

2.7. Creating conditions for the department's teachers to undergo internships in the organization.

### **3. TASKS OF THE UNIVERSITY**

3.1. Planning of educational programs within the branch on the basis of the organization \_\_\_\_\_:

- laboratory, practical classes ;
- professional experience of students ;
- graduation qualification works (projects) ;
- preparation of methodological guidelines and recommendations ;
- conducting scientific research on the topic \_\_\_\_\_;
- implementation of research results into production .

3.2. Provide the branch with highly qualified teachers.

3.3. Ensuring qualified management of the branch's operations, including :

- development of a branch work plan ;
- create a study schedule ;
- create a lesson schedule ;
- coordination of the implementation of scientific and research work ;
- listening to reports on the work of the branch .

3.4. Organization needs and opportunities considering sitting , diploma projects and research of research the topic agreement .

3.5. Conducting targeted training of specialists on a contractual basis upon requests from enterprises .

#### 4. TERM AND REQUIREMENTS OF THE AGREEMENT

4.1. The agreement comes into force from the moment of signing by both parties and is valid for 5 years . The contract can be extended or terminated upon agreement of the parties involved in its conclusion. Amendments and additions to the contract are made in writing in the form of annexes to the contract.

4.2. In the event that one of the Parties violates the obligations assumed under the Contract, the other Party has the right to terminate the Contract by giving 10 days' prior written notice .

4.3. The agreement is made in 2 copies of equal force: one is kept at the university, the other at the enterprise .

#### 5. ADDRESS AND REQUISITES OF THE PARTIES

##### University:

Non-profit JSC "Aktobe Regional University  
named after K. Zhubanov" of the Ministry of  
Education and Science of the Republic of  
Kazakhstan

(name of organization)

Aktobe city, Astana district

34 A. Moldagulova ave  
(legal address)

Republic of Kazakhstan

BIN 130840021720

IIC KZ476010121000035330

Kazakhstan JSC

BIK HSBKKZKX

KBE 16

8 (7132) 56-82-80

(contact phone number with area code)

Board Member, Vice-Rector for Academic  
Affairs

\_\_\_\_\_ Myasnikova L.N.

MO

##### Enterprise:

\_\_\_\_\_  
(name of enterprise, organization, etc.)

\_\_\_\_\_  
(legal address)

\_\_\_\_\_  
(RNN, IIC)

\_\_\_\_\_  
(BIN, BIC, Kbe , bank)

\_\_\_\_\_  
( city code is indicated) contact phone , fax)

Director \_\_\_\_\_  
(last name, first name, patronymic)

\_\_\_\_\_ ( hand )

MO

**LETTER OF AGREEMENT  
ON THE INTRODUCTION AND IMPLEMENTATION OF ELECTIVE COURSES**

**NJSC "K.Zhubanov"  
"ARU named after"  
to the rector \_\_\_\_\_**

Letter of agreement  
introduction of elective courses  
and on implementation

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(Name of organization)  
proposes to introduce the elective subject " \_\_\_\_\_ " into the modular  
educational program

" \_\_\_\_\_ "  
(subject name)

**Justification for the application :**

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**Professional competencies to be formed :** \_\_\_\_\_

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Head of the organization

\_\_\_\_\_  
(Signature) MP



