

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC  
OF KAZAKHSTAN**

**Non-Profit Joint Stock Company «Aktobe Regional University named after  
K. Zhubanov»**

**«APPROVED»**

**Chairman of the Board – Rector  
Non-Profit Joint Stock Company  
«Aktobe Regional University  
named after K. Zhubanov»**

\_\_\_\_\_ **L.Ch.Karabasova**

**«\_\_\_\_\_» \_\_\_\_\_ 2024**

**REGULATIONS  
ON THE ORGANIZATION OF TEACHER RETRAINING**

**For official use only  
Aktobe, 2024**

## **1. DEVELOPED BY:**

Director of the Department of Continuing Education \_\_\_\_\_ Muzbayeva Zh.K.

Approved by the decision of the Academic Council of the Non-Profit Joint Stock Company «Aktobe Regional University named after K. Zhubanov».

Protocol No. 14 dated «28» June 2024.

These Regulations outline the general provisions for conducting the teacher retraining course and the procedure for its implementation.

The Regulations must be adopted by all structural units of the university directly involved in organizing and conducting the retraining course.

## **1. General provisions**

1.1 These Regulations on teacher retraining (hereinafter referred to as the «Regulations») have been developed in accordance with Clause 2, Article 10 of the Law of the Republic of Kazakhstan dated December 27, 2019, «On the Status of the Teacher», Order No. 110 of the Ministry of Education and Science of the Republic of Kazakhstan dated March 17, 2020 «On Approval of the Rules for Teacher Retraining», and Order No. 500 of the Acting Minister of Education of the Republic of Kazakhstan dated December 15, 2022 «Professional Standard «Teacher». These documents establish the procedure for retraining (hereinafter – the Courses) of individuals with a professional education who do not hold a teaching qualification but are beginning their careers as teachers in a relevant field.

1.2 The Department of Continuing Education at Aktobe Regional University named after K. Zhubanov is responsible for coordinating the organization and delivery of the retraining courses.

1.3 The following key concept is used in these Regulations:  
Trainee – a person with a professional (non-teaching) education who is starting their professional activity as a teacher in a relevant field and is undergoing teacher retraining at a higher education institution (hereinafter – HEI).

## **2. Procedure for Teacher Retraining**

2.1 The courses are conducted by the Department of Continuing Education for individuals with a professional education who do not have a teaching qualification and are starting their teaching careers in a relevant field. The courses are held at a higher education institution that holds a license in accordance with the Law of the Republic of Kazakhstan dated May 16, 2014 “On Permits and Notifications” to carry out educational activities in the field of “Pedagogical Sciences” based on the Classifier of Training Areas for Higher and Postgraduate Education, approved by the Minister of Education and Science of the Republic of Kazakhstan by Order No. 569 dated October 13, 2018 (registered with the Ministry of Justice on October 17, 2018, under No. 17565).

2.2 Teacher retraining courses are conducted in full-time format under educational programs of certification retraining courses – post-diploma education (**Appendix 1**).

## **3. Admission Committee Procedure**

3.1 At the NJSC «Zhubanov ARU», an admission committee is established by decision of the university administration. The committee includes the university rector, the vice-rector for academic affairs, heads of structural divisions, and representatives of the university's teaching staff. The committee must have an odd number of members. The rector serves as the chairperson. The secretary is not a member of the committee. The responsible secretary is appointed by order of the rector.

3.2 Applicants to the courses must submit the following documents to the secretary of the admission committee:

1. An application addressed to the university head in free form (**Appendix 2**);

2. A copy of an identity document;
3. A copy of the educational certificate;
4. Six photographs sized 3x4 cm;
5. Medical certificate form 086-U;
6. One of the following documents:
  - A higher education diploma showing outcomes in accordance with Level 6 of the Professional Standard for Teachers, approved by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan No. 292 dated May 30, 2019;
  - A postgraduate education diploma showing outcomes in accordance with Level 7 of the same Professional Standard.

Copies of the documents listed must be accompanied by the originals for verification. The originals are returned after verification. If the document package is incomplete, the secretary returns the documents.

3.3 If a complete set of documents is submitted as outlined in section 3.2, admission to the retraining course is granted by decision of the admission committee and by order of the head (or acting head) of the university.

3.4 After enrollment, a contract is signed between the university and the trainee (**Appendix 3**).

3.5 The educational programs for teacher retraining are determined independently by the university in accordance with Subparagraph 1) of Clause 2, Article 43-1 of the Law «On Education» and take into account labor market needs, employer expectations, and the individual interests of the trainee, aligned with the Professional Standard for Teachers.

3.6 Completion of the educational program concludes with a final assessment in a format determined by the university.

3.7 Trainees who successfully complete the teacher retraining program are awarded a university-issued certificate (**Appendix 4**).

#### **4. Provision of Academic Leave**

4.1. An **academic leave** is a period during which a student (trainee) temporarily suspends their studies due to being called up for military service.

4.2. To apply for academic leave, the trainee must submit an application addressed to the head of the educational organization.

4.3. Trainees called up for military service must submit the following documents:

1. Application for academic leave addressed to the university rector;
2. Certificate of military conscription.

4.4. Based on the submitted documents, the university issues an order granting academic leave within three working days, indicating the start and end dates.

**Approved by:**

Member of the Board, Vice-Rector for Academic Affairs	L.N. Myasnikova
Director of the Documentation Support Department	L.S. Yesenalina
Director of the Legal Department	L.B. Alimanova

## Appendix 1

### List of Educational Programs for Certification Retraining Courses – Post-Diploma Education

№	Name of retraining program	Related education programs
1	6B01502 – Mathematics	6B05401 – Mathematics
		5B070500 – Mathematical and Computer Modeling
		Applied Mathematics
		Mechanics
2	6B01503 – Computer Science	5B060200 – Informatics
		5B070500 – Mathematical and Computer Modeling
		6B06102 – Information Systems
		6B06103 – Computer Engineering and Software
3	6B01502 – Physics	6B05301 – Physics
		Mechanics
4	6B01701 – Kazakh Language and Literature	6B02304 – Philology: Kazakh Philology
5	6B01702 – Russian Language and Literature	6B02305 – Philology: Russian Philology
6	6B01706 – Foreign Language: Two Foreign Languages	B02303 – Foreign Philology
		6B02302 – Translation Studies
7	6B01601 – History	6B02201 – History
8	6B01505 – Biology	6B05101 – Biology
		6B05102 – Biotechnology
9	6B01504 – Chemistry	6B05302 Chemistry

## Appendix 2

**Sample Application (Translation)**  
**To the Chair of the Board – Rector**  
**L.Ch. Karabasova**  
**NJSC «Zhubanov ARU»**

**From:** \_\_\_\_\_

**(Position, Place of Work)**

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**(Phone Number, Email)**

### APPLICATION

I, \_\_\_\_\_ (Full Name),  
request to be considered as a candidate for enrollment in the teacher retraining  
courses for teachers of the Republic of Kazakhstan under the educational program  
\_\_\_\_\_ in the group with  
Kazakh/Russian language of instruction.

**(Signature)**

«\_\_\_\_» \_\_\_\_\_ **20**\_\_

## Appendix 3

**«APPROVED»**

Chair of the Board – Rector  
Aktobe Regional University  
named after K. Zhubanov

\_\_\_\_\_ L.Ch. Karabasova

«\_\_\_\_» \_\_\_\_\_ **202**\_\_

**Contract No. \_\_\_\_**  
**On the Provision of Educational Services**  
**For the Teacher Retraining Course**

**City of Aktobe**

«\_\_\_\_» \_\_\_\_\_ **20**\_\_

Non-Profit Joint Stock Company «Aktobe Regional University named after K. Zhubanov», hereinafter referred to as the «Organizer», represented by the Chair of the Board – Rector, Laura Chapaevna Karabasova, acting on the basis of the Charter, on one side, and the «Participant», represented by the trainee \_\_\_\_\_, **acting on the basis of Order No. \_\_\_\_\_ dated «\_\_\_\_» \_\_\_\_\_ 202**, on the other side, hereinafter collectively referred to as the «Parties», have entered into this agreement as follows:

**Article 1. Subject of the Contract**

1.1. Under this Contract, the Organizer undertakes to organize a teacher retraining course for the Participant under the educational program «\_\_\_\_\_».

1.2. Course location: Aktobe, A. Moldagulova Avenue, 34A.

1.3. Course duration: 6–9 months.

**Article 2. Organizer's Responsibilities**

2.1. The Organizer undertakes to provide the Participant access to the teacher retraining course.

2.2. The Organizer ensures the course is conducted according to the established curriculum and schedule.

2.3. Upon completion, the Organizer provides the Participant with a certificate of participation.

### **Article 3. Participant's Responsibilities**

3.1. The total fee for educational services is 455,400 KZT (four hundred fifty-five thousand four hundred tenge). Payment can be made in full or according to the following schedule:

- 30% of the total fee by \_\_\_\_\_
- 50% of the total fee by \_\_\_\_\_
- 70% of the total fee by \_\_\_\_\_
- 100% of the total fee by \_\_\_\_\_

3.2. The Participant agrees to promptly provide all necessary documents and information upon request from the Organizer.

### **Article 4. Service Terms**

4.1. The Organizer reserves the right to amend the course program.

4.2. The Organizer must notify the Participant in writing of any changes in the schedule, location, or other characteristics at least 3 working days prior to the course start date.

4.3. In the event of the Participant's absence (in full or in part), the paid amount is non-refundable unless the Organizer was notified at least 20 working days in advance.

### **Article 5. Payment Terms and Procedure**

5.1. The tuition fee is 455,400 KZT, VAT inclusive. The Organizer issues an invoice no later than 5 working days after the Contract is signed.

### **Article 6. Liability of the Parties**

6.1. If the Participant fails to fulfill the payment obligations outlined in clause 3.1 on time, the Organizer may suspend or terminate service provision.

### **Article 7. Amendments and Addenda**

7.1. Amendments are valid only if made in writing, signed by authorized representatives of both Parties, and sealed.

### **Article 8. Contract Duration and Termination**

8.1. The Contract enters into force upon signing and remains valid until both Parties have fulfilled their obligations.

8.2. The Organizer may terminate the Contract if the Participant fails to pay on time as per clause 3.1.

### **Article 9. Final Provisions**

9.1. The Contract is made in two copies of equal legal force.

9.2. All notifications shall be sent by mail or fax to the addresses specified. Written notifications must be in Kazakh or Russian and are deemed timely if delivered in person, by mail, or by fax.

### **Article 10. Legal Addresses, Bank Details, and Signatures**



<b>Participant:</b>		<b>Organizer:</b>	
Full	Name:	NJSC «Aktobe Regional University named after K. Zhubanov»	
Residential	Address:	030000, Aktobe, A. Moldagulova Ave, 34	
Mobile:		Tel: (7132) 568280	
Home:		BIN: 130840021720	
Email:		IBAN: KZ51998MTB0000566423 (KZT)	
IIN:		BIC: TSESKZKA	
ID No.:		Bank: First Heartland Jysan Bank	
(Signature)		KBE: 16	
«____» _____	<b>202</b>	Chair of the Board – Rector: L.Ch. Karabasova	
		(Signature)	
		«____» _____ <b>202</b>	

## Appendix 4

**NJSC «Aktobe Regional University named after K. Zhubanov»**

# CERTIFICATE

Awarded to: \_\_\_\_\_

(Last name, First name, Patronymic if applicable)

This is to certify that from “” \_\_\_\_\_ to “” \_\_\_\_\_ 20\_\_, the individual completed the teacher retraining course with the following results:

[illegible]

**Rector**

Seal

Date of issue: “” \_\_\_\_\_ **20**

*Registration No.:* \_\_\_\_\_ *from* “” \_\_\_\_\_ **20**