

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE
REPUBLIC OF KAZAKHSTAN
AKTOBE REGIONAL UNIVERSITY NAMED AFTER K. ZHUBANOV**

«APPROVED»

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

_____ L. Ch. Karabassova

« _____ » _____ 2023

**REGULATION
on the Department of Strategic Planning**

Aktobe, 2023

Unofficial translation. For reference only.

DEVELOPED

by the Department of Strategic Planning

Director of the Department of Strategic Planning

«__» _____ 2023

Kaztayeve

_____ A.N.

APPROVED

by the Member of the Board – Vice-Rector for Strategic Development

«__» _____ 2023

Khussainov

_____ D.S.

Director of the Human Resources Department

«__» _____ 2023 г.

Kaimoldiyev

_____ A.B.

Director of the Legal Department

«__» _____ 2023 г.

Alimanova

_____ L.B.

APPROVED

By order of the Chairman of the Board – Rector of the Non-Profit Joint Stock Company "Aktobe Regional University named after K. Zhubanov"

L.Ch. Karabasova

No. ____ dated «____» _____ 2023

INTRODUCED FOR THE FIRST TIME: VERSION 1.0

1. General Provisions

- 1.1 This Regulation governs the activities of the Department of Strategic Planning (hereinafter – DSP).
- 1.2 The DSP is a structural unit of the University, established by a decision of the University's Academic Council upon the recommendation of the Rector, with the purpose of ensuring a system of planning and implementation of the University's strategic activities.
- 1.3 The DSP operates in accordance with the current legislation of the Republic of Kazakhstan, the University Charter, decisions of the University Academic Council, orders and directives of the Rector, internal regulations, and this Regulation.
- 1.4 The activities of the DSP are overseen by the Vice-Rector for Strategic Development.
- 1.5 The DSP is headed by a Director appointed by the Rector upon the recommendation of the Vice-Rector for Strategic Development.
- 1.6 The DSP staff includes the Director of the Department, two Senior Experts, and two Experts.
- 1.7 **Mission** – to ensure strategic planning processes, as well as the development and implementation of University programs and projects, by studying and applying the experience of leading universities worldwide.
- 1.8 **Vision** – to shape an effective development strategy for the University in both the short and long term.
- 1.9 **Goal** – to develop the University's strategic objectives and tasks, taking into account risks and global educational changes.

2. Objectives and Functions of the Department

2.1 In order to ensure and implement the main directions of activity, the Department is assigned the following tasks:

2.1.1 Analysis, planning, and forecasting the development of the University.

2.1.2 Organization and conduct of monitoring of external and internal factors and the state of business processes at the University to identify trends in a timely manner, as well as deviations from strategic goals across all areas of the University's activity.

2.2 In accordance with the assigned tasks, the Department performs the following functions:

2.2.1 Conducting internal audits of the University's activities regarding the implementation of strategic plans.

2.2.2 Responding to any changes in the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan (MES RK) and integrating them into the University's educational activities.

2.2.3 Developing proposals for the optimization and restructuring of all structural units of the University and assessing their performance.

3. Organization of the Department's Activities

3.1 Formation of a system for planning and implementing strategic goals in accordance with the established mission by coordinating the strategic plans of all departments.

3.2 Formation of a change team and assistance in talent management, including helping to develop comprehensive plans, retention programs, engagement strategies, and image-building projects for the University.

3.3 Submission of proposals for the development of new areas of activity for the University.

3.4 Participation in the development and implementation of successful educational and marketing programs.

3.5 Coordination, development, organization of effective interaction, and improvement of the management system of the University's structural units regarding strategic planning, including developing proposals for organizational changes and improvements to the University's organizational structure and culture.

3.6 Providing assistance to faculties and other structural units of the University in developing strategies, strategic plans, roadmaps, and other strategic documents.

3.7 Preparation and presentation of informational and analytical data to the administration and other interested University units on key areas of activity to optimize decision-making processes, planning, and improve operational efficiency.

3.8 Continuous professional development, participation in workshops and conferences on strategic planning within the University.

3.9 Compiling the overall ranking of the University's academic staff, KPIs for faculties and departments, and participation in activities for evaluating their performance.

3.10 The activity of the Department is overseen by the supervising Vice-Rector.

3.11 The Director of the Department provides general leadership of the Department's activities and is personally responsible for accomplishing the tasks assigned to the Department and performing its functions.

3.12 In the absence of the Director (vacation, illness, business trip, or other reasons), the responsibilities are assigned to a person appointed in the prescribed manner, who acquires the relevant rights and is responsible for the proper performance of the duties assigned to them.

3.13 The functional duties and responsibilities of the Director and other employees of the Department are defined in the job descriptions approved by the Chairman of the Board – the Rector of the University.

3.14 The Department considers other issues within its competence in accordance with the University Charter.

4. Rights and Responsibilities of the Department

4.1 The Department has the right to:

4.1.1 To participate in discussions and decision-making on key issues regarding the activities of the Department and the University.

4.1.2 To participate in the preparation of drafts of internal University documents on matters related to the Department's area of responsibility.

4.1.3 To request and receive materials and information from the University's structural units necessary for the Department to perform its functions.

4.1.4 To involve the faculty, other University employees, experts, scientific and other organizations, including on a contractual basis, in its activities.

4.1.5 To conduct meetings with the participation of the University's structural units on issues within the Department's competence.

4.1.6 To contribute to the professional development of employees, organize joint events aimed at stimulating staff training in HR management.

4.1.7 To submit proposals to the University administration regarding material and moral incentives for its employees.

4.2 Responsibilities of the Department:

4.2.1 The Director is directly responsible for the results of the Department's activities, the performance of duties by each employee, and the adherence to labor discipline.

4.2.2 Employees of the Department are responsible for the improper performance of their professional activities.

4.2.3 The Department is responsible for non-compliance with the legislation of the Republic of Kazakhstan, the University Charter, the internal regulations, and the Department's Regulation.

5. Department's Responsibility

5.1 The Department engages in official relations with other University units and external organizations on matters within its competence.

5.2 Interaction between units includes:

- Requesting reporting and analytical information, materials necessary for analysis, monitoring, and the development of the University's strategic development documents;
- Collaborative development of plans, programs, projects, documents, conducting research work, and jointly performing certain types of work;
- Coordinating actions with other structural units of the University and external organizations.

Acknowledgment of Receipt
of the Regulation on the Department of Strategic Planning

№	Position Title	Full Name	Signature	Date
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