

**Ministry of Science and Higher Education of the Republic of Kazakhstan  
NJSC "K.Zhubanov Aktope regional university"**

**APPROVING**

**Chair of the Management Board – Rector  
NJSC "K.Zhubanov Aktope regional  
university"**

\_\_\_\_\_ **L.Karabassova**

«\_\_\_» \_\_\_\_\_ 2024 y.

**REGULATIONS**

**ON ATTRACTING FOREIGN SPECIALISTS**

**Publication for official use**

**Aktobe, 2024**

## **THE PREFACE**

### **DEVELOPED AND CONTRIBUTED**

«\_\_\_\_\_» \_\_\_\_\_ 2024 г.

**By a Member of the Management Board,  
Vice-Rector for Strategic Development**

\_\_\_\_\_ **D. Khussainov**

**By the Director of the Department  
of International Cooperation**

\_\_\_\_\_ **A.Mustafina**

### **APPROVED AND IMPLEMENTED**

**By the Chair of the Management Board – Rector  
NJSC "K.Zhubanov Aktobe regional university"**

«\_\_\_\_\_» \_\_\_\_\_ 2024 y.

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## **Designations and abbreviations**

The following abbreviations are used in this Regulation:

- EEU – The Eurasian Economic Union;
- IIN – individual identification number;
- RK – Republic of Kazakhstan;
- MoSHE RK– Ministry of Science and Higher Education of the Republic of Kazakhstan;
- SMSoE – the state mandatory standard of education;
- АРУ им. К.Жубанова, Университет – NJSC "K.Zhubanov Aktobe regional university", University;
- DIC – Department of International Cooperation;
- AS – academic staff;
- CfQASHE MoSHE RK– Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

### **1. Scope of application**

1.1 This Regulation on the Involvement of Foreign Specialists (hereinafter referred to as the Regulation) establishes the procedure for attracting foreign specialists from among the teaching staff and scientific staff to carry out pedagogical and/or research activities at the K.Zhubanov ARU (hereinafter referred to as the University). This document is included in the normative and reference documentation of the University, is mandatory for execution and is valid within all structural divisions of the University.

### **2. General Regulations**

2.1 This Regulation has been developed in accordance with the following regulatory documents:

- The Law of the Republic of Kazakhstan (hereinafter - RK) "On Education" dated July 27, 2007 No. 319-III (with amendments and additions as of 05/18/2024);
- The Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV (with amendments and additions as of 05/18/2024);
- Rules for organizing the educational process on credit technology of education (Order of the Ministry of Internal Affairs of the Republic of Kazakhstan No. 152 dated 04/20/2011 No. 152 (as amended by Order No. 563 dated 10/12/2018);
- Tax Code of the Republic of Kazakhstan dated 12/25/2017 No. 120-VI;
- Resolution of the Government of the Republic of Kazakhstan "On Approval of the Rules on official business trips within the Republic of Kazakhstan for employees of State institutions maintained at the expense of the State Budget" dated 09/22/2000 No. 1428 (with amendments and additions dated 07/31/2008 No. 725);
- Rules of organization of international cooperation carried out by educational organizations dated December 27, 2007 No. 661.
- Strategy of internationalization of Higher Education of the Republic of Kazakhstan until 2025 (with amendments and additions dated September 10, 2019).

2.2 A "foreign specialist" is a foreign citizen (including a part-time employee) who holds an academic degree (Doctor of Science, Doctor of Business Administration (DBA), Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Fine Arts (DFA), Doctor of Law (LLD) and PhD) or Practitioner (MA, MSc., MBA) in the fields of social sciences (economics and business), humanities, arts, education, technical sciences and technologies, natural sciences, law, arriving for a period of 12 to 30 calendar days to conduct teaching and/or research activities at the University. This category also includes citizens of the Republic of Kazakhstan (Kazakhstani scientists and practitioners) who temporarily reside abroad and work in foreign organizations or have a diploma from highly rated higher educational institutions.

2.3 These Regulations define the goals and procedure for attracting highly qualified foreign specialists to carry out pedagogical and/or research activities and to carry out scientific, pedagogical or consulting activities at the University.

2.4 The attraction of highly qualified foreign specialists to the University is carried out in order to improve the quality of educational and scientific processes through the study and introduction of new technologies and methods in the field of education and science, successfully used by foreign scientific centers and educational organizations; expanding opportunities for international scientific, educational and practical exchange; development of international cooperation in the field of education and science; as well as for the development of academic mobility of students and teaching staff (hereinafter referred to as teaching staff) University.

2.5 To carry out scientific, pedagogical or consulting work at the University, highly qualified foreign scientific and scientific-pedagogical personnel, as well as specialists with experience and experience in practical and managerial work in priority areas of the University's development for a short or long-term period of work are invited.

### **3. Invitation procedure**

3.1 In order to attract foreign specialists, educational and scientific structural units, no later than August 25 of this year, send applications for the next calendar year with justification of the necessity (expediency) and compliance of the planned work with the priority directions of the University's development, as well as an approximate calculation of the cost of attracting.

3.2 The invitation of foreign specialists to work at the University is carried out in accordance with the approved plan for attracting foreign specialists for the relevant calendar year, as well as with agreements (agreements, memoranda) on cooperation with foreign universities and educational institutions (if any).

3.3 The duration of stay of foreign specialists for teaching and/or research activities is set for a period of 12 to 30 calendar days. The number of hours and credits for teaching foreign specialists is set as follows: 12 calendar days – 1 credit (30 hours) and 30 calendar days – 2 credits (60 hours) for groups with at least 15 students. Foreign scientists can be invited both offline and online, with priority given to face-to-face (offline) participation. If it is necessary to conduct online events, the initiating faculty should provide a strong justification for the expediency of this format. The decision on approval is made by the Vice-Rector for Strategic Development, the Vice-Rector for Academic Affairs and the Vice-Rector for Science and Innovation.

3.4 The head of the department or other department of the University, in agreement with the Dean of the Faculty, submits to the LMS a justification submission for the involvement of a foreign specialist, indicating the full name, position and academic degree of the specialist involved, the length of stay, specialty and discipline of the students, the number of hours, the program of the event in which the work is planned, as well as the expected results from the stay of a foreign specialist.

3.5 The DIC is not responsible in case of refusal to issue a visa to a foreign citizen, changes in the purpose or validity period of a visa at a consular institution of the Republic of Kazakhstan based on the results of an interview or by decision of a consular official.

3.6 The approximate list of criteria for invited foreign specialists is determined in accordance with Appendix 2 of these Regulations.

3.7 In order to invite a foreign specialist, the responsible department or department must provide documents in accordance with Appendix 3 of these Regulations no later than one month (before arrival) at the DIC.

3.8 The invitation is issued on letterhead signed by a Member of the Management Board, Vice-Rector for Strategic Development and sent to the invited foreign specialist.

3.9 After receiving confirmation of consent on the arrival of a foreign specialist, the DIC prepares a submission "On the organization of the stay of a foreign specialist" for issuing an order by the Chair of the Management Board – Rector.

3.10 The DIC draws up all the necessary documents for the entry of a foreign citizen into the territory of the Republic of Kazakhstan.

3.11 Control over the arrival of a foreign specialist in accordance with the issued invitation is carried out by the heads of departments and DIC.

3.12 Upon arrival of a foreign specialist in the Republic of Kazakhstan, the specialist of the Department of International Cooperation ensures and is responsible for the timely registration of the arrived foreign specialist in the territory of the Republic of Kazakhstan at the place of his temporary residence in accordance with the current migration legislation.

3.13 According to the current legislation of the Republic of Kazakhstan, a foreign citizen who arrives at the invitation of the University must notify the units of the Migration Service of the Republic of Kazakhstan of his place of stay within three working days from the date of arrival in the Republic of Kazakhstan.

3.14 The responsible department or structural subdivision ensures the participation of a foreign specialist in educational and/or scientific seminars, master classes, guest lectures, interuniversity programs, the development of joint teaching and methodological manuals, the preparation of joint grant applications for program-oriented financing projects and other foreign scientific projects in priority areas of University development, the publication of scientific articles in international peer-reviewed journals (included in Q1, Q2 and/or Q3 quartile by impact factor in the Web of Science database or with CiteScore percentile in the Scopus database).

3.15 In order to assess the effectiveness of the invited specialists, the heads of the structural divisions who initiated the recruitment in the calendar year must submit to the DIC (depending on the purpose of the visit) within ten working days after the end of the stay of the foreign specialist:

- detailed report on the stay of a foreign specialist;

- copies of materials on the course taught, the created grant application and/or publication in the journal, submitted in electronic form;
- a detailed description of the materials on the course taught, the created grant application and/or the publication in the journal, presented in paper form;
- a description of high-quality proposals for improving work curricula and other innovative proposals. Description of the types of work, description of business processes with suggestions for their improvement;
- a link about the publication on the University's website about a guest lecture by a foreign specialist;
- documentation on conducting a training course, seminar for university/university staff (photo report, feedback from listeners);
- an impression of joint scientific articles published in domestic journals (recommended by the CQA-SHE, MSHE RK), collections of international conferences;
- assessment of students' satisfaction with the quality of teaching based on a questionnaire (paper form questionnaire);
- digital educational multimedia assignments, video tutorials on electronic media (for example, video lectures, multimedia assignments), if applicable;
- co-management or consultation of a doctoral or master's thesis (extract from the order);
- practice-oriented manuals for undergraduates and doctoral students (manual);
- a link about the publication of a scientific article in peer-reviewed journals included in the Q1, Q2 and/or Q3 quartile of the impact factor in the Web of Science database or with the CiteScore percentile in the Scopus database together with a foreign specialist;
- publication of joint scientific articles with undergraduates/doctoral students, teachers, published in peer-reviewed journals included in the Q1, Q2 and/or Q3 quartile of the impact factor in the Web of Science database or with the CiteScore percentile in the Scopus database (article print);
- publication of textbooks or monographs in collaboration with undergraduates/doctoral students, teachers (textbooks or monographs);
- programs of subjects taught in English;
- reviewing scientific and research papers of undergraduates/doctoral students, teachers (copies of reviews);
- programs and additional documentation on holding international forums, conferences and other venues with the involvement of a foreign specialist in the field of subjects taught (additional publications on the University's website);
- involvement of undergraduates/doctoral students, teachers in grant programs, international projects, international scientific research (work plan).

3.16 Materials of lectures, seminars and practical classes conducted by foreign specialists are subject to preservation at departments and further use in the educational process.

3.17 In addition to written materials, it is recommended to make video recordings of classes conducted by a foreign specialist. Making preliminary applications for recording classes is the responsibility of the head of the department -the initiator of the invitation.

3.18 The responsibility for preserving all types of materials of lectures, seminars and practical classes conducted by foreign specialists lies with the heads of departments or departments to which the above-mentioned classes are directly related.

3.19 For all actions contrary to the legislation of the Republic of Kazakhstan, a foreign specialist is responsible independently, unless otherwise provided for in legislative acts.

3.20 All information about invited foreign specialists is provided to the LMS for approval, no later than the deadline specified in clause 3.1 of the Regulation. Based on this information, a complete list of foreign specialists is being formed to be invited during the academic year. Russian translation: All documents related to the invitation of a foreign specialist (a copy of the passport of a foreign specialist, documents confirming the existence of an academic degree, a resume of the scientist in Russian and English, a proposed action plan during his stay at the University indicating the criteria and performance indicators (in Russian or English), documents confirming a high citation index, the presence of joint works with famous scientists, patents, publications in scientific and professional journals with an impact factor for the last 3 years) should be submitted to the LMS after approval and approval of the above-mentioned list. The information card of the stay of a foreign specialist is provided 1 month before the direct visit of the foreign specialist.

3.21 In case of non-compliance of the submission and/or other documents attached to it with the established requirements, the submission is returned to the applicant for proper registration. At the same time, all responsibility for disrupting planned events lies with the head of the department or the head of the department who initiated the invitation of a foreign specialist.

3.22 The initiator of the invitation is responsible for the preliminary approval of the working conditions with the foreign specialist and the responsible structures of the University.

#### **4. The direction of expenses**

4.1. The cost estimate for attracting foreign specialists includes the following cost elements:

- payment of a fee (remuneration) according to the approved tariff:

Category 1:  $H \geq 30$  in the field of physico-mathematical, natural sciences and technical sciences,  $H \geq 15$  in the field of humanities, pedagogical and economic sciences;

Category 2:  $H \geq 20$  in the field of physico-mathematical, natural sciences and technical sciences,  $H \geq 10$  in the field of humanities, pedagogical and economic sciences;

Category 3:  $H \geq 10$  in the field of physico-mathematical, natural sciences and technical sciences,  $H \geq 5$  in the field of humanities, pedagogical and economic sciences;

Category 4:  $H \geq 5$  in the field of physico-mathematical, natural sciences and technical sciences,  $H \geq 2$  in the field of humanities, pedagogical and economic sciences.

As an exception to the type of activity, foreign scientists without the Hirsch index may be involved in the Professional and Creative Faculty.

Taking into account the different levels of the Hirsch index of foreign specialists, the amount of payment for 1 hour is approved in the following amount:

**In offline format:** category 1 - \$ 130; category 2 - \$ 110; category 3 - \$ 95; category 4 – for CIS countries - \$ 50; for the USA, Europe, etc. – \$ 80;

**In online format:** category 1 - \$ 120; category 2 - \$ 100; category 3 - \$85; category 4 – for CIS countries - \$ 40; for the USA, Europe, etc. – \$ 70;

- deductions from wages (social tax in the amounts established by the tax legislation of the Republic of Kazakhstan);

- living expenses (actually incurred expenses for renting residential premises, accommodation in hotels of the Republic of Kazakhstan or university dormitories) – up to 6 MCI;

- the travel expenses of the invited foreign specialist are paid only if his travel expenses included transportation from the host country to the country of teaching and/or research activities and back according to the presented travel documents at the economy class fare.;

4.2 The exchange rate of the US dollar against the tenge exchange rate is set on the day of receipt of the registration number for the Contract for the provision of paid services (contract) with the contractor (individual) received from the Legal Department according to the US dollar exchange rate of the National Bank of the Republic of Kazakhstan;

4.3 A non-resident of the Republic of Kazakhstan, but a citizen of a member state of the Eurasian Economic Union (hereinafter referred to as the EAEU), upon arrival in the Republic of Kazakhstan, must register with the Tax Committee of the Department of State Revenue of Aktope (address: 97 Maresyev Street, Aktope) to issue an individual identification number (IIN) for subsequent taxation in accordance with the Tax Code RK.

## **5. The procedure for obtaining and using funds, registration and their reflection in accounting**

5.1 For conducting classes and/or scientific research by invited foreign specialists, it is necessary:

- conclude an employment agreement, a contract for the provision of paid services (contract) with the contractor (individual) for the duration of the stay of a foreign specialist at the University;

- approve the schedule for classroom classes and/ or research activities, which should specify such items as the date and place of classes and/ or research, topics, persons responsible for organizational preparation and conduct of classes and/ or research;

- to draw up and approve a program of events indicating the date, venue of classes and/ or scientific research, the number of planned lecture hours and/or laboratory experiments, indicating the topics for the duration of the stay of foreign specialists in the territory of the Republic of Kazakhstan;



- make cost estimates in accordance with the approved program.

5.2 If there are cost estimates or other supporting documents for the approved advance reports (certificates of work performed according to hours worked), the money is sent to the card of a foreign specialist.

5.3 When considering business transactions, the following should be taken into account:

- expenses are deducted only within the limits of the norms established by the legislation of the Republic of Kazakhstan;

- remuneration (fee) indicated on the basis of a letter from the Ministry of Internal Affairs of the Republic of Kazakhstan according to approved standards when inviting foreign specialists;

- excess expenses are covered by extra-budgetary funds of the University;

- if the supporting documents are missing or do not ensure the reliability of the expenses incurred, then these amounts are not subject to write-off.;

- the personal expenses of invited foreign specialists include expenses related to the arrival of their family members, and are not reimbursable by the University.

5.4 The responsibility for monitoring and accounting of documents reflecting the amounts of expenses incurred, wages and travel expenses is assigned to the Accounting and Reporting Department.

## **6. The specifics of inviting foreign specialists to carry out teaching and/or research activities**

6.1 When deciding whether to invite a foreign specialist to teach in professional training programs of higher and postgraduate education and/or to conduct research activities, preference should be given to specialized disciplines in which there is a shortage of highly qualified Kazakh scientific and pedagogical staff.

6.2 Foreign specialists are invited to conduct seminars, master classes, trainings, experiments and other pedagogical and/or research activities in relevant areas of education and science, as well as in educational programs and areas where there is a need to introduce innovative technologies.

6.3 When inviting foreign specialists to conduct teaching and/or research activities at the University, the responsible structural unit of the University should take into account that the invitation of a foreign specialist should not coincide with the time of long holidays and weekends in the Republic of Kazakhstan.

6.4 The key role in inviting foreign specialists belongs to the heads of responsible structural divisions or heads of departments, who determine the educational and research trajectory of a foreign specialist and organize work with departments.

6.5 The invitation of foreign specialists to conduct teaching and/or research activities is carried out on the basis of comprehensive planning of educational and research processes for each academic year in accordance with the goals, strategy, current and strategic plans of the University.

## **7. About medical insurance for foreign specialists**

7.1 Foreign specialists arriving at the University at its invitation are required to carry a medical insurance policy issued in their country for the entire duration of their stay, including travel, or they can purchase it from Kazakhstani insurance organizations when extending their stay.

## **8. Responsibilities of the Accounting and Reporting Department**

8.1 The Accounting and Reporting Department is obliged to coordinate and approve the preliminary cost estimates of a foreign specialist in a timely manner with the DIC, a member of the Management Board, the Vice-Rector for Strategic Development and the heads of departments.

8.2 The Accounting and Reporting Department is obliged to provide timely payment for travel and accommodation according to an estimate of 30% of the total amount in accordance with the submitted documents within the first 3 working days. Payment of remuneration (as in paragraph 5.3) is carried out according to the approved tariff 3 working days before the end of the program of stay of a foreign specialist.

## **9. Duties of heads of structural divisions or heads of departments**

9.1 The heads of structural divisions or heads of departments who initiated the recruitment are obliged to appoint a responsible employee for the recruitment of a foreign specialist.

9.2 Heads of structural divisions or heads of departments are required to coordinate the number of hours with the Department of Academic Activities. These hours must be approved by September 1st.

9.3 The responsible employee is obliged to arrange an appointment and provide a program for the stay of a foreign specialist.

9.4 The responsible employee is obliged to timely submit all required documents for attracting a foreign specialist to the DIC.

9.5 The head of the department is obliged to submit to the DIC an estimate of expenses for attracting a foreign specialist.

9.6 The responsible employee is obliged to submit to the DIC a press release on the admission of a foreign specialist in Russian, Kazakh and English for posting on the University's website.

9.7 The head of the department is obliged to provide a report on the results of admission of a foreign specialist to the DIC within 10 days after the completion of the planned event.

## **10. Financing of foreign specialists**

10.1 Financial expenses for attracting foreign specialists are determined according to the University's development plan, agreed upon by MoSHE RK.

10.2 Financing of expenses related to attracting foreign specialists to work at the University is carried out at the expense of the state budget, extra-budgetary funds, as well as targeted funds (grants, projects, etc.).

10.3 For foreign specialists, travel expenses are reimbursed according to the documents provided: travel tickets, boarding passes and living expenses (invoice, certificate of work performed, fiscal receipt, lease agreement). To include in the estimate of transportation and accommodation expenses an additional amount of taxes from the university's funds, which are subject to the tax legislation of the Republic of Kazakhstan.

## **11. Final Regulations**

11.1. The rules of these Regulations are binding and may be amended or supplemented due to changes in regulatory documents or the appearance of new additional costs that are not taken into account by these Regulations.

### **AGREED BY:**

Member of the Management Board,

Vice-Rector for Academic Affairs

L. Myasnikova

Member of the Board,

Vice-Rector for Science and Innovation

R. Beknazarov

Member of the Board,

Vice-Rector for strategic development

D. Khussainov

Member of the Board,

Vice-Rector for Finance and Infrastructure

G. Yessenbayeva

Director of the HR Department

K. Zhumabayev

Director of Law Department

L. Alimanova



## ***Appendix 1***

### **Memo for invited foreign specialists at the NJSC "K.Zhubanov Aktobe regional university"**

#### **For citizens of EEU member states (Republic of Armenia, Republic of Belarus, Republic of Kazakhstan, Kyrgyz Republic and Russian Federation):**

1. An invited foreign specialist should take into account that his transportation costs to the place of teaching and/or research activities at the ARU are. Zhubanova and back are covered only if the specialist has issued travel expenses at the economy class rate.
2. An invited foreign specialist upon arrival at the ORU named after Zhubanova, together with the responsible person from the structural unit that initiated the invitation of the specialist, must issue an IIN at the Tax Committee of the Department of State Revenue in Aktobe.
3. The invited foreign specialist must stay in the territory of the Republic of Kazakhstan and leave the country according to the dates of his stay in order to carry out teaching and/or research activities specified in the Contract for the provision of paid services (contract) with the contractor (individual).

#### **For Non-CIS citizens (other foreign countries):**

1. An invited foreign specialist should take into account that his transportation costs to the place of teaching and/or research activities at the ARU are. Zhubanova and back are covered only if the specialist has issued travel expenses at the economy class rate.
2. The invited foreign specialist must stay in the territory of the Republic of Kazakhstan and leave the country according to the dates of his stay in order to carry out teaching and/or research activities specified in the Contract for the provision of paid services (contract) with the contractor (individual).

## ***Appendix 2***

### **An approximate list of criteria**

The main requirements for foreign specialists involved in teaching and/or research activities:

1. Academic degree.

2. Meeting at least six of the specified criteria:

- Publications in journals indexed in the Web of foreign citation databases Science, Scopus, and other international databases.
- The Hirsch index.
- Monographs.
- Patents, know-how, author's certificates, the author of which is a scientist.
- Prizes and awards, honorary titles for achievements in the field of science.
- Experience in managing undergraduates, advising doctoral students, defending master's and doctoral theses.
- Membership in editorial boards and advisory boards of peer-reviewed scientific publications (indicating the terms of membership).
- Membership in program and organizational committees of scientific international scientific and technical events.
- Membership in the governing and advisory bodies of international scientific and professional societies, associations and associations.
- Leadership of leading scientific and scientific-pedagogical schools, scientific-pedagogical collectives in leading universities and leading scientific organizations.
- Experience in managing leading foreign scientific departments (laboratories, centers, etc.) in leading universities and leading scientific organizations for at least 3 years.
- Experience as an expert in international foundations, government organizations and departments.
- Membership in international commissions and councils on education and science.

## ***Appendix 3***

### **The list of necessary documents provided by the DIC:**

1. The completed questionnaire of the invited foreign specialist (Appendix 4)
  - Official letter (justification) for the invitation of a foreign specialist (one month before the expected visit of a foreign specialist).
  - Scanned copy of the passport (to be attached to the justification).
  - Scanned copy of the certificate from the place of work (one month before the start of the visit of the foreign specialist).
  - The original certificate from the place of work (upon arrival).
  - Resume in Russian and English.
  - List of publications for the last 3 years.
  - Copies of documents confirming the academic degree of a foreign specialist (with translation into Russian/Kazakh).
  - A proposed action plan for the period of stay at the University, indicating the criteria and performance indicators (in Russian or English), agreed upon and approved by a member of the Board, Vice-Rector for Strategic Development.
  - The plan of joint educational, methodical and scientific work for the calendar year
  - Within 10 (ten) business days after the end of the event, a progress report.

## Appendix 4

### Questionnaire of a foreign specialist at the ARU named after K.Zhubanov

1	Surname		<div>photo</div>
	In Russian		
	In English (as in the passport)		
	Name		
	In Russian		
	In English (as in the passport)		
	Middle name		
2	Date of birth		
3	Citizenship		
4	Passport number		
	Date of issue		
	Expiration date		
6	Mobile phone		
7	Business phone number		
	Address of residence in Kazakhstan (foreign teaching staff)		
8	Home phone number		
9	Home address		
10	Email		
<b>2. Education level</b>			
	UNIVERSITY	Years of study	Country, city of study
			Specialization




### 3. Academic and professional qualifications

Specify the place of work (name of the organization). The university's position in the QS ranking	Current position	Academic title	Academic degree

### Articles published abroad.

	Full title of the article	Name of the journal, number	Country, city of publication	The citation index	The impact factor indicator	The database that contains the article (Scopus, Thomson Reuters Elsevier, etc.)
1						

### Monographs and textbooks published abroad

	Job name	The form of work (monograph/a academic manual)	Country, city of publication	Name of the journal, number	Year of publication, pages
1					

### Participation in international symposia/conferences/forums abroad

№	Name of the symposium/conference	Country, city, organization where the international symposium/conference was held	Date of the event	Presentation of the report		Article title
				Yes	No	
1				+/-	+/-	

### Participation in advanced training courses, exchange programs abroad

	Name of the professional development program/exchange program	Location of advanced training courses/exchange programs  (country, city, name of university, organization, scientific center, etc.)	Length of stay (dd.mm.yyyy)	Certificate number
1				

### Scientific internship abroad

	Scientific internship program	Venue  (country, city, name of university, organization, scientific center, etc.)	Length of stay (dd.mm.yyyy)	Certificate number
1				

### Language competence

	Language	proficiency level	Certificate number,  organization of certificate issuance,  date of issue and validity of the certificate
1			

## Appendix 5

**APPROVING**  
**Member of the Board,**  
**Vice-Rector for Finance and**  
**Infrastructure NJSC "K.Zhubanov**  
**Aktobe regional university",**  
\_\_\_\_\_ **G. Yessenbayeva**  
«\_\_» \_\_\_\_\_ 20\_\_ y.

**Cost estimate**  
**for inviting a foreign specialist name of the university (city, country) title and full**  
**name of the specialist**  
(Duration from \_\_\_\_\_ 20\_ to \_\_ \_\_\_\_\_ 20\_)

<b>№</b>	<b>Name</b>	<b>Quantity</b>	<b>Cost (in tenge)</b>	<b>The amount (in tenge)</b>
1	Travel expenses (by air, rail, auto transport) City – City – City			
2	Living expenses			
3	Hourly payment fee (remuneration)			
<b>Итого:</b>				

**Head of the Department**

**FULL name**

**Dean of the Faculty**

**FULL name**

**AGREED BY:**

**Member of the Board,**  
**Vice-Rector for strategic development**

**D. Khussainov**

**Chief accountant**

**M. Shaukilova**

**Director of the Department**  
**international cooperation**

**A. Mustafina**

