

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
NJSC «Aktobe Regional University
named after K. Zhubanov»



[Signature] Laura Karabassova

09 2025

REGULATIONS
ON ATTRACTING FOREIGN SPECIALISTS

Publication for official use

Aktobe, 2025

PREFACE

DEVELOPED AND SUBMITTED

« 1 » 09 2025

Member of the Board, Vice-Rector for Strategic Development
and Digitalization



D. Khussainov

Director of the Department of Strategic Development
and International Cooperation



A. Ayaganova

APPROVED AND PUT INTO EFFECT

By the Chairman of the Board – Rector

NJSC «Aktobe Regional University named after K. Zhubanov»

« 1 » 09 2025

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Definitions and Abbreviations

The following abbreviations are used in this Regulation:

- EaEU – Eurasian Economic Union;
- IIN – Individual Identification Number;
- RK – Republic of Kazakhstan;
- MSHE RK – Ministry of Science and Higher Education of the Republic of Kazakhstan;
- SCES - State Compulsory Educational Standard;
- Aktobe Regional University named after K. Zhubanov - University;
- Department – Department of Strategic Development and International Cooperation;
- FTS – Faculty and Teaching Staff;
- CQASH MSHE RK – Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan.
- HPEO – Higher and Postgraduate Education Organizations.

1. Field of Application

1.1 This Regulation on the Engagement of Foreign Specialists (hereinafter – the Regulation) establishes the procedure for engaging foreign specialists from among the faculty and teaching staff (hereinafter – FTS) and research personnel to carry out teaching and/or activities at Aktobe Regional University named after K. Zhubanov (hereinafter – the University). This document is part of the University's regulatory and reference documentation, is mandatory for compliance, and applies to all structural subdivisions of the University.

1.2 The Regulation sets out the conditions and criteria for engaging foreign specialists using budgetary republican and extrabudgetary funds of the University.

1.3 This document forms part of the University's regulatory and reference documentation, is mandatory for compliance, and applies to all structural units of the University.

2. General Provisions

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

- Law of the Republic of Kazakhstan «On Education» dated July 27, 2007, No. 319-III;
- Law of the Republic of Kazakhstan «On Science and Technology Policy» dated July 1, 2024, No. 103-VIII;
- Order of the Minister of Education and Science of the RK dated April 20, 2011, No. 152 «On the Approval of the Rules for the Organization of the Educational Process under the Credit Technology of Education in Higher and/or Postgraduate Education Institutions»;
- Tax Code of the RK dated December 25, 2017, No. 120-VI;
- Resolution of the Government of the RK «On the Approval of the Rules on Official Business Trips within the Republic of Kazakhstan for Employees of State Institutions Funded by the State Budget» dated September 22, 2000, No. 1428;

- Order of the MSHE RK No. 595 dated October 30, 2018, «On Approval of the Rules for Organizing the Educational Process Based on Credit Technology of Education in Higher and/or Postgraduate Education Organizations (hereinafter – HPEOSs)»;
- Rules for the Organization of International Cooperation Implemented by Educational Organizations dated December 27, 2007, No. 661.

3. Procedure for Inviting Foreign Specialists

3.1 To engage foreign specialists, the academic and research structural subdivisions shall submit requests for the following calendar year no later than August 25 of the current year, providing justification for the necessity (feasibility) and relevance of the planned work to the University's priority areas of development, as well as a preliminary estimate of the costs associated with the engagement.

3.2 The engagement 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 (contracts, memoranda) on cooperation with foreign universities and educational institutions (if available).

3.3 The period of stay of foreign specialists for teaching and/or research activities shall be from 12 to 30 calendar days, depending on the type of funding. Under the Republican budget, foreign specialists shall be invited for a period of 4 weeks, while those funded by the University shall be invited for a minimum of 2 weeks.

The number of hours and credits for the teaching and/or research activities of foreign specialists shall be determined 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 specialists may be invited in either offline or online format, with priority given to in-person (offline) participation. If an online event is necessary, the initiating faculty shall provide a substantiated justification for the necessity and appropriateness of this format. In addition, when an event is conducted online, the availability of a complete video recording of the lecture (event) is mandatory.

The decision to approve the participation of a foreign specialist in an online format shall be made by the Vice-Rector for Strategic Development and Digitalization, the Vice-Rector for Academic Affairs, and the Vice-Rector for Science and Innovation.

3.4 The Head of the School/Department, or another University subdivision in coordination with the School Dean, submits to the Department a justification for engaging a foreign specialist. The justification must include the specialist's full name, position, and academic degree; the duration of stay; the specialty and discipline of the students; the number of hours; the program of the planned activity; and the expected outcomes of the specialist's visit.

3.5 The Department shall not be held responsible in the event of a refusal to issue a visa to a foreign citizen, or for any changes to the purpose or validity period of the visa by the Consular Office of the RK as a result of an interview or at the discretion of a consular official.

3.6 To invite a foreign specialist, the responsible structural unit or department shall submit to the Department, no later than one month prior to the specialist's arrival, the documents specified in Annex 2 to this Regulation.

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

3.8 After receiving confirmation of the foreign specialist's consent to arrive, the Department prepares a submission titled «On the Organization of the Foreign Specialist's Stay» for the issuance of an order by the Chairman of the Board – Rector.

3.9 The Department prepares all necessary documents for the entry of a foreign citizen into the territory of the RK.

3.10 The monitoring of the arrival of a foreign specialist in accordance with the issued invitation is carried out by the Heads of Schools/Departments and the Department.

3.11 Upon the arrival of a foreign specialist in the RK, a specialist of the Department shall ensure and be responsible for the timely registration of the foreign specialist at their temporary place of residence in the RK in accordance with the applicable migration legislation.

For engaging foreign specialists from countries with a visa-free regime, the conclusion of a cooperation memorandum is not a mandatory requirement. A cooperation memorandum is required when processing an invitation for visa issuance in cases stipulated by the legislation of the RK, international treaties, or the University's internal documents.

The entry and stay of foreign specialists in the territory of the RK shall be carried out in accordance with the legislation of the RK and international agreements.

For citizens of countries subject to a visa regime, a visa shall be issued on the basis of an invitation from the host party.

3.12 In accordance with the current legislation of the RK, a foreign citizen arriving at the University by invitation must notify the Migration Service units of the RK of their place of residence within three working days from the date of arrival in the RK.

3.13 The responsible School/Department or structural unit shall ensure the participation of the foreign specialist in the University's educational and/or research activities in accordance with the objectives and plan of the specialist's visit.

3.14 In order to assess the effectiveness of the work performed by invited foreign specialists, the heads of structural units that initiated their engagement during the relevant calendar year shall submit the following materials to the Department within 10 working days after the end of the foreign specialist's stay, depending on the objectives and plan of the visit (where applicable):

- A detailed report on the foreign specialist's stay;
- Copies of materials related to the delivered course, prepared grant applications, and/or journal publications, submitted in electronic format;
- A detailed description of materials for the delivered course, prepared grant applications, and/or journal publications, submitted in printed form;
- A description of qualitative proposals for improving curricula and other innovative suggestions, including a description of the type of work and business processes with proposals for improvement;
- A link to a University website announcement about the guest lecture conducted by the foreign specialist;
- Documentation of training sessions or seminars conducted for University staff (photos, feedback from participants);

- Copies of joint scientific articles published in domestic journals (recommended by the CQASH MSHE RK) and in international conference proceedings;
- An evaluation of student satisfaction with the quality of teaching based on surveys (paper form);
- Digital educational multimedia materials, video lessons on electronic media (e.g., video lectures, multimedia assignments), if applicable;
- Co-supervision or consultation on doctoral or master's theses (extract from the relevant order);
- A link to a scientific article published in peer-reviewed journals included in Q1, Q2, and/or Q3 quartiles by impact factor in the Web of Science database or by CiteScore percentile in Scopus, co-authored with the foreign specialist;
- Publications of joint scientific articles with master's/doctoral students and faculty members in peer-reviewed journals included in Q1, Q2, and/or Q3 quartiles (copies of articles);
- Co-authored textbooks or monographs with master's/doctoral students and faculty members (textbooks or monographs);
- Syllabis of courses taught in English;
- Reviews of scientific and research works of master's/doctoral students and faculty members (copies of reviews);
- Programs and supporting documentation for international forums, conferences, and other events involving the foreign specialist related to the taught disciplines (including publications on the University website);
- Involvement of master's/doctoral students and faculty members in grant programs, international projects, and international research activities (work plan) and others.

3.15 Materials from lectures, seminars, and practical sessions conducted by foreign specialists shall be preserved by the departments and used further in the educational process.

3.16 Responsibility for the preservation of all types of materials related to lectures, seminars, and practical classes conducted by foreign specialists shall be assigned to the heads of the Schools/Departments or structural units directly responsible for the respective classes.

3.17 The foreign specialist shall be solely responsible for any actions that are contrary to the legislation of the RK, unless otherwise provided for by legislative acts.

3.18 In the event that the foreign specialist's documents do not comply with the established requirements, the initiator shall be responsible for having all documents properly reissued. In such cases, full responsibility for the disruption of the planned activities shall rest with the Head of the Department or the Head of the structural unit that initiated the invitation of the foreign specialist.

3.19 The initiator of the invitation shall be responsible for the preliminary coordination of the terms of work with the foreign specialist and the relevant responsible units of the University.

4. Conditions and Criteria for Engaging Foreign Specialists Using Extrabudgetary Funds

4.1 Foreign specialists are engaged using extrabudgetary funds for the purpose of developing international academic and research cooperation, improving the quality of educational and research processes, internationalizing educational programs, and enhancing the University's publication activity.

Funding for the engagement of foreign specialists may be provided from the University's extrabudgetary funds, as well as from other sources of funding not prohibited by the legislation of the RK.

The category of foreign specialists shall include foreign citizens, as well as citizens of the RK who temporarily reside and carry out professional activities abroad and meet the requirements of this Regulation. This category also includes foreign specialists employed by higher education institutions and/or as employees in international research schools and/or laboratories.

4.2 A foreign specialist shall meet one or more of the following criteria:

- Be an employee of a foreign higher education institution, research organization, international research school, and/or laboratory.
- Hold an academic degree of Doctor of Science, Doctor of Philosophy (PhD), DBA, EdD, DFA, LLD, Candidate of Sciences, or be a highly qualified professional practitioner.
- Have publications in international peer-reviewed scientific journals indexed in the Scopus and/or Web of Science databases, including Q1/Q2 journals.
- Have proven international experience in academic, teaching, research, or professional practice.
- Have a Hirsch index (h-index) and/or other indicators of research performance.
- Have experience participating in international research grants, projects, and programs.
- Have recommendations from foreign partners, research organizations, or universities.

4.3 During their stay at the University, a foreign specialist may carry one or more of the following activities:

- Participate in the preparation of at least two joint research articles for publication in journals indexed in the Scopus and/or Web of Science databases, as well as in journals recommended by the authorized body and/or in proceedings of international conferences;
- Participate in the preparation of at least two applications jointly with young researchers and/or doctoral students for participation in grant programs, international projects, and research activities;
- Deliver guest lectures, seminars, training sessions, and master classes;
- Provide co-supervision of master's students, doctoral students, and young researchers;
- Develop joint educational programs and teaching and methodological materials; establish joint research laboratories, research groups, and centers; participate in academic mobility programs, internships, and research exchanges; attract international partners and expand international scientific and educational cooperation networks;
- Participate in international conferences, forums, and scientific events on behalf of the University and/or the project;
- Participate, as an invited foreign specialist, in the accreditation and internationalization processes of the University's educational programs;

- Prepare patents, applications for intellectual property rights, and materials related to the commercialization of research results;
- Perform other tasks provided for in the foreign specialist's program of stay at the University.

The total cost estimate for engaging foreign specialists includes the following cost items:

4.4 Honorarium (remuneration) according to the approved rates:

Category 1: $H \geq 30$ for physical-mathematical, natural, and technical sciences; $H \geq 15$ for humanities, pedagogy, and economics;

Category 2: $H \geq 20$ for physical-mathematical, natural, and technical sciences; $H \geq 10$ for humanities, pedagogy, and economics;

Category 3: $H \geq 10$ for physical-mathematical, natural, and technical sciences; $H \geq 5$ for humanities, pedagogy, and economics;

Category 4: $H \geq 5$ for physical-mathematical, natural, and technical sciences; $H \geq 2$ for humanities, pedagogy, and economics.

As an exception, foreign scholars may be engaged in the Faculty of Professional and Creative Studies regardless of whether they have H-index, due to the nature of activities. In this case, the honorarium (remuneration) shall be paid at the minimum rate (Category 4).

Hourly rates based on the H-index of foreign specialists are established as follows:

Offline format: **Category 1 – 130 USD;**

Category 2 – 110 USD;

Category 3 – 95 USD;

Category 4 – 50 USD for CIS countries; 80 USD for the USA, Europe, and other countries.

Online format: **Category 1 – 120 USD;**

Category 2 – 100 USD;

Category 3 – 85 USD;

Category 4 – 40 USD for CIS countries; 70 USD for the USA, Europe, and other countries.

Contributions from remuneration (social tax in accordance with the tax legislation of the RK);

Accommodation expenses (actual costs for renting housing, staying in hotels in the RK, or University dormitories) – up to 6 MCI (MCI – Monthly Calculation Index (standard unit used in Kazakhstan for official calculations));

Transportation expenses of the invited foreign specialist are covered only if they include travel from the country of residence to the country where teaching and/or research activities are conducted and back, based on submitted travel documents, at economy class rates.

4.5 The exchange rate of the US dollar against the Kazakhstani tenge is determined on the day the registration number for the Service Agreement (contract) with the contractor (individual) is issued by the Legal Department, in accordance with the US dollar exchange rate set by the National Bank of the RK;

4.6 A non-resident of the RK who is a citizen of a member state of the EAEU must, upon arrival in the RK, register with the Tax Committee of the Department of State Revenues in Aktobe (address: 97 Maresyev Street, Aktobe) to obtain an IIN for subsequent taxation in accordance with the Tax Code of the RK.

5. Conditions and Criteria for Engaging Foreign Specialists under the Republican Budget

5.1 The MSHE RK provides funding for the program for engaging foreign specialists within the framework of the Republican budget.

The amount of funding allocated per foreign specialist shall be determined in accordance with the procedure and funding amount established annually by the MSHE RK for the relevant financial period. Such funding covers expenses for the foreign specialist's remuneration, travel (airfare), and accommodation.

Co-financing of expenses by the University from extrabudgetary funds and other sources of financing not prohibited by the legislation of the RK is permitted.

5.2 When engaging international specialists, the University shall observe the following priorities:

- priority shall be given to international experts conducting research in priority and emerging fields of science;
- priority shall be given to native speakers of the English language;
- an international specialist may be engaged by the same University no more than **three times**, except where continued participation is required for the implementation of an ongoing project.

5.3 An international specialist shall meet the following eligibility criteria:

- be employed by a higher education institution ranked among the **Top 500** of internationally recognized global university rankings and/or by an international research school and/or laboratory;
- have at least **five (5)** publications in internationally recognized high-impact peer-reviewed scientific journals published within the preceding **three (3) years**;
- hold the academic degree of **Doctor of Science** or **Doctor of Philosophy (PhD)**.

5.4 During their stay at the University, the international expert shall:

- Review at least one scientific and/or research paper;
- Conduct lectures and practical classes totaling at least 8 academic hours per week, including at least 2 hours in English;
- Provide joint supervision and/or consultation for master's and/or doctoral theses for at least 3 academic hours per week;
- Other types of activities carried out by the foreign specialist during their stay at the University shall be determined in accordance with Clause 4.3 of these Regulations.

6. Procedure for the Receipt and Use of Funds, and Their Accounting

6.1 To conduct classes and/or research activities by invited foreign specialists, it is necessary to:

- Conclude an employment agreement or a Service Agreement (contract) with the contractor (individual) for the duration of the foreign specialist's stay at the University;
- Approve the schedule for conducting classroom sessions and/or research activities, specifying the date and location of the sessions and/or research, topics, and the persons responsible for the organizational preparation and conduct of the sessions and/or research;

- Prepare and approve a program of activities indicating the date and location of the sessions and/or research, the number of planned lecture hours and/or laboratory experiments, and specifying the topics for the duration of the foreign specialist's stay in the RK;

- Prepare a budget in accordance with the approved program.

6.2 If a budget or other supporting documents are available based on the approved advance reports (certificates of work performed for hours worked), the funds are transferred to the foreign specialist's bank card.

6.3 When considering financial transactions, the following must be taken into account:

- Expenses shall be written off only within the limits established by the legislation of the RK;

- Remuneration (honorarium) is determined based on the letter from the MSHE RK according to the approved norms for inviting foreign specialists;

- Expenses exceeding the established norms are covered from the University's extrabudgetary funds funds;

- If supporting documents are missing or do not confirm the validity of the expenses incurred, such amounts shall not be written off;

- Personal expenses of invited foreign specialists include costs related to the arrival of their family members and are not subject to reimbursement by the University.

6.4 The responsibility for monitoring and accounting for documents reflecting incurred expenses, including remuneration and travel expenses, rests with the Department of Accounting and Reporting.

7. Specifics of Inviting Foreign Specialists for Teaching and/or Research Activities

7.1 When deciding on inviting a foreign specialist to teach in professional educational programs of higher and postgraduate education and/or to conduct research activities, preference should be given to core disciplines in which there is a shortage of highly qualified Kazakhstani academic and teaching staff.

7.2 The invitation of foreign specialists to conduct seminars, master classes, trainings, experiments, and other teaching and/or research activities is carried out in accordance with current priorities in the fields of education and science, as well as in educational programs and areas where there is a need to implement innovative technologies.

7.3 When inviting foreign specialists to conduct teaching and/or research activities at the University, the responsible structural subdivision must ensure that the specialist's visit does not coincide with extended public holidays and weekends in the RK.

7.4 The key role in matters of inviting foreign specialists lies with the heads of responsible structural subdivisions or Heads of Schools/Departments, who determine the educational and research trajectory of the foreign specialist and organize work with the departments.

7.5 The invitation of foreign specialists for teaching and/or research activities is carried out based on comprehensive planning of educational and research processes for each academic year, in accordance with the University's objectives, strategy, and current and strategic plans.

8. Regarding Medical Insurance for Foreign Specialists

8.1 Foreign specialists arriving at the University by invitation are required to have a valid medical insurance policy issued in their home country for the entire duration of their stay, including travel period, or may purchase one from Kazakhstani insurance companies if their stay is extended.

9. Responsibilities of the Department of Accounting and Reporting

9.1 The Department of Accounting and Reporting is obliged to timely coordinate and approve the preliminary cost estimate for the foreign specialist with the Department, the Member of the Management Board – Vice-Rector for Strategic Development and Digitalization, and the Heads of Departments.

9.2 The Department of Accounting and Reporting is obliged to ensure timely payment for travel and accommodation according to the budget, in the amount of 30% of the total sum, based on the submitted documents, within the first three working days. Payment of remuneration (as specified in Clause 5.3) is made according to the approved rate three working days before the completion of the foreign specialist's stay program.

10. Responsibilities of Heads of Structural Subdivisions or Department Heads

10.1 Heads of structural subdivisions or Heads of Schools/Departments who initiated the engagement of an international expert shall appoint a responsible staff member to ensure the coordination, proper planning, and administrative support of the international expert's activities throughout the period of engagement.

10.2 Heads of structural subdivisions or Heads of Schools/Departments are required to coordinate the number of hours with the Department of Academic Affairs. These hours must be approved by September 1. International research projects shall be subject to mandatory approval by the Department of Research Activities.

10.3 The responsible staff member is obliged to organize the reception and ensure the program of the foreign specialist's stay.

10.4 The responsible staff member is obliged to submit all required documents related to the engagement of the foreign specialist to the Department in a timely manner.

10.5 The Head of the Department is obliged to submit the budget for the engagement of the foreign specialist to the Department.

10.6 The responsible staff member is obliged to submit a press release on the engagement of the foreign specialist in Kazakh, Russian and English for publication on the University website.

10.7 The Head of the School/Department is obliged to submit a report on the results of the foreign specialist's visit to the Department within 10 days after the completion of the planned activity.

11. Funding of Foreign Specialists

11.1 Financial expenditures for engaging foreign specialists are determined according to the University Development Plan, approved by the MSHE RK.

11.2 Funding of expenses related to the engagement of foreign specialists to work at the University is carried out from the state budget, non-budgetary funds, as well as targeted funds (grants, projects, etc.).

11.3 Travel expenses for foreign specialists are reimbursed based on the submitted documents: travel tickets, boarding passes, and accommodation expenses (invoice, certificate of work performed, fiscal receipt, rental agreement). The budget for transportation and accommodation must additionally include the amount of taxes on University funds, as required by the tax legislation of the RK.

11.4 For citizens of countries subject to a visa regime, the consular fee shall be reimbursed by the University after the arrival of the international expert and upon submission of a supporting payment document (receipt).

For the issuance of an invitation for visa processing, the state fee shall be paid by the University. The amount of the fee is subject to annual changes due to adjustments in the Monthly Calculation Index (MCI).

12. Final Provisions

12.1. The provisions of this Regulation are mandatory and may be amended or supplemented in connection with changes in regulatory documents or the emergence of new additional expenses not covered by this Regulation.

APPROVED:

Member of the Board for Academic Affairs – Vice-Rector



L. Myasnikova

Member of the Board, Vice-Rector for Science and Innovation



R. Beknazarov

Member of the Board, Vice-Rector for Strategic Development
and Digitalization



D. Khussainov

Member of the Board, Vice-Rector for Finance
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G. Yessenbayeva

Director of the HR and Documentation
Support Department



E. Tastankulov

Deputy Director of the HR and Documentation
Support Department



L. Yessenalina

Director of the Legal Department



L. Alimanova

Annex 1

Guidelines for Invited Foreign Specialists at Aktobe Regional University named after K. Zhubanov

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

1. The invited foreign specialist must take into account that travel expenses to and from the location of teaching and/or research activities at University are reimbursed only if the specialist has booked travel at economy class rates.
2. Upon arrival at University, the invited foreign specialist, together with the responsible staff member from the structural subdivision that initiated the invitation, must obtain an IIN from the Tax Committee of the Department of State Revenues in Aktobe.
3. The invited foreign specialist must remain in the territory of the RK and depart according to the dates of stay specified in the Service Agreement (contract) with the contractor (individual) for conducting teaching and/or research activities.

For citizens of non-EEU foreign countries (all other foreign countries):

1. The invited foreign specialist must take into account that travel expenses to and from the location of teaching and/or research activities at University are reimbursed only if travel is arranged at economy class rates.
2. The invited foreign specialist must remain in the territory of the RK and depart according to the dates specified in the Service Agreement (contract) with the contractor (individual) for conducting teaching and/or research activities.

Annex 2

List of Required Documents to be Submitted to the Department:

- Completed questionnaire of the invited foreign specialist (Annex 3).
- Official letter (justification) for inviting the foreign specialist (submitted one month before the planned visit).
- Scanned copy of the passport (to be attached to the justification).
- Scanned copy of the employment certificate (submitted one month before the visit).
- Original employment certificate (submitted upon arrival).
- CV in Russian and English.
- List of publications for the last three years.
- Copies of documents confirming the foreign specialist's academic degree (with translation into Russian or Kazakh).
- Proposed action plan for the period of stay at the University, indicating performance criteria and indicators (in Russian or English), coordinated and approved by the Member of the Management Board – Vice-Rector for Strategic Development and Digitalization.
- Plan of joint educational, methodological, and research activities for the calendar year.
- Report on the work performed, to be submitted within ten (10) working days after the completion of the activity.

Annex 3

Questionnaire for Foreign Specialists at Aktobe Regional University named after K. Zhubanov

1	Surname			phot
	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			
2. Education level				
	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/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			

Annex 4

APPROVING
Member of the Board,
Vice-Rector for Finance and
Infrastructure
NJSC «Aktobe Regional University
named after K. Zhubanov»,
_____ **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_)

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

Head of the Department

FULL name

Dean of the Faculty

FULL name

AGREED BY:

Vice-Rector for Strategic Development and Digitalization

D. Khussainov

Chief accountant

M. Shaukilova

**Director of the Department of Strategic Development
and International Cooperation**

A.Ayaganova