

Approved
Representative of the Rector
of Khoja Akhmed Yassawi International Kazakh-
Turkish University,
Professor _____ Naci Genc

19.11.2025

Approved
Rector of Khoja Akhmed Yassawi
International Kazakh-Turkish University
Zhanar Temirbekova
"19" 11 2025



QUALITY MANAGEMENT SYSTEM

UNIVERSITY REGULATION YE-XKTY-075-2025

REGULATIONS ON DETERMINING THE INTERNAL PROFESSIONAL RATING OF AKHMET YASSAWI UNIVERSITY

FOREWORD

1. Developed and implemented by the Center for Strategic Development, Rating and Standardization
2. Developed by – Head of the Center S.Kyrykbaeva
3. Agreed with:
 - Vice-Rector for Science and Strategic Development A.Oshibayeva
 - Vice-Rector for Academic Affairs E. Idrissova
 - Vice-Rector for Social and Cultural Development Y.Tolegenov
 - Vice-Rector for Finance and International Relations M.Giritlioglu
 - Director of the Finance Department, Chief Accountant K.Torebay
 - Head of the Legal Department G.Mussakhanov
4. Implemented – 2025
5. Review period – 2027

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Turkistan

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1. SCOPE OF APPLICATION

1.1 This regulation establishes the conditions for determining the professional ratings of the teaching and professorial staff (hereinafter – TPS), research staff, departments, faculties, and research institutes/centers (hereinafter – RI, RC) of Khoja Akhmed Yassawi International Kazakh-Turkish University (hereinafter – Yassawi University, IKTU, the University).

1.2 This regulation serves as the main document for implementing the determination of professional ratings of the teaching and professorial staff, research staff, departments, faculties, and research institutes of Yassawi University.

1.3 This regulation of the University must be mandatorily implemented and followed in the University’s structures that carry out state educational programs.

1.4 University Regulation YE-XKTY-075-2025 is included in the set of Yassawi University’s quality management documents.

2. NORMATIVE REFERENCES (REFERENCE DOCUMENTS)

2.1 The following normative documents are referenced in this University regulation:

- Law of the Republic of Kazakhstan on Education;
- Law of the Republic of Kazakhstan on Science and Technology Policy;
- Labor Code of the Republic of Kazakhstan;
- Resolution of the Government of the Republic of Kazakhstan No. 248 dated 28 March 2023 on the approval of the Concept for the Development of Higher Education and Science in the Republic of Kazakhstan for 2023–2029;
- Resolution of the Government of the Republic of Kazakhstan No. 247 dated 28 March 2023 on the approval of the State Youth Policy Concept of the Republic of Kazakhstan for 2023–2029;
- Order No. 4 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 5 January 2024 on the approval of qualification requirements for educational activities of higher and/or postgraduate education institutions and the list of documents confirming compliance with them;
- Joint Order No. 166 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 1 December 2022 and No. 116 of the Minister of National Economy of the Republic of Kazakhstan dated 2 December 2022 on the approval of risk assessment criteria in higher and postgraduate education and checklists for the education system;
- Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), 2015;
- University Charter;
- Development Program of Khoja Akhmed Yassawi International Kazakh-Turkish University for 2024–2029;
- ҚІІ ХКТҮ-7.5.3-2025 Documented Information Management.

3. TERMS, DEFINITIONS, AND ABBREVIATIONS

3.1 The following abbreviations are used in this University regulation:

- MoSEH RK – Ministry of Science and Higher Education of the Republic of Kazakhstan
- MoH RK – Ministry of Health of the Republic of Kazakhstan
- MoC RK – Ministry of Culture of the Republic of Kazakhstan
- Yassawi University, IKTU – Khoja Akhmed Yassawi International Kazakh-Turkish University
- UR – University Regulation
- TPS – Teaching and Professorial Staff

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- RI – Research Institutes
- QMS – Quality Management System
- HEI – Higher Education Institutions
- SDRC – Strategic Development, Rating, and Quality Center
- Regulation – Regulations on Determining the Internal Professional Rating of Yassawi University
- AMC – Academic Methodological Committee
- SC – Science Committee
- SCC – Social and Cultural Affairs Committee
- ARTA (NAAR) – Independent Agency for Accreditation and Rating
- MBI – Monthly Performance Indica

4. RESPONSIBILITY AND AUTHORITY

4.1 This University regulation is discussed at the meeting of the Senate of Yassawi University and submitted for approval.

4.2 This University regulation is approved by the Rector and the Acting Authorized Representative of the Rector of Yassawi University.

4.3 Department heads, faculty deans, and directors of research institutes/centers are responsible for the implementation of the requirements of this University regulation.

4.4 The Strategic Development, Rating, and Standardization Center, Academic Department, Science Department, Youth Policy Department, Information Technology Department, directors of research institutes/centers, faculty deans, and department heads are responsible for the proper implementation of the requirements of this University regulation.

5. GENERAL PROVISIONS

5.1 Rating (from English “Rating” – class, rank, degree, score, social position) is a numerical indicator that describes the significance of a particular object or action or characterizes its recognition and level of assessment.

The main purpose of rating evaluation of the activities of the teaching and professorial staff, departments, faculties, and research institutes/centers is to ensure effective management by improving and enhancing work quality while taking into account the contribution of structures and staff to the University, and to create an information base for determining and evaluating the activities of the University’s teaching staff and departments.

The main tasks of the internal rating system are:

- To improve and develop University activities based on analytical data of the team’s performance results;
- To group unified comprehensive criteria for evaluating the activities and monitoring the effectiveness of the teaching and professorial staff, administrative and managerial scientific staff, departments, faculties, and research institutes/centers;
- To create a data bank of achievements of the teaching and professorial staff, departments, faculties, and research institutes/centers;
- To enhance instructors’ interest in improving their professional qualifications, mastering advanced pedagogical practices, and teaching creatively;
- To ensure the objectivity and accuracy of the assessment given to the activities of the teaching staff/departments/faculties/research institutes/centers by providing complete and clear information;

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- To improve the quality of training competitive specialists;
- To create an information base reflecting the comprehensive performance of the University as a whole, including research institute/center scientific staff, faculties, departments, and instructors;
- To encourage the teaching staff to critically analyze the results of their own work;
- To motivate activities of the teaching and professorial staff, departments, faculties, and research institutes that contribute to increasing the overall University rating.

At Khoja Akhmed Yassawi International Kazakh-Turkish University, determining professional ratings is carried out in all academic structures based on the performance results of teaching staff, research staff, research institutes/centers, departments, and faculties, embedded in the ip.ayu.edu.kz database, aligned with the indicators of the Strategic Plan.

The organization of the rating is based on the following principles:

- Objectivity, reliability, and accuracy of the information obtained;
- Transparency, publicity, and consistency;
- Competence and collegial decision-making.

The rating results serve as an information base for heads of structural units and are one of the main tools for managing and improving University activities. To maximize the potential of University staff in improving education quality, preparing internationally competitive specialists, and enhancing the quality of scientific work, the rating takes into account the activities of teaching and professorial staff and research staff across academic, scientific, and socio-cultural areas.

The TPS-department-faculty rating is based on the Development Program of Khoja Akhmed Yassawi International Kazakh-Turkish University for 2024–2029, as well as the strategies of faculties and research institutes/centers.

All indicators of the rating for the current academic year for teaching staff/departments/faculties/research institutes/centers are combined according to the following areas:

- I – Science, contributing 50% of the total score;
- II – Academic, contributing 35% of the total score;
- III – Socio-cultural, contributing 15% of the total score.

The scores for each area are multiplied by coefficients of 0.50, 0.35, and 0.15, respectively, to calculate the final total score.

The score assigned to each indicator on the rating portal is considered as the total score for that indicator only (not individually per author).

The internal rating indicators of the teaching and professorial staff and research staff are determined through the University's ip.ayu.edu.kz database.

Rating evaluation of the activities of teaching and professorial staff, research staff, departments, faculties, and research institutes/centers provides the following opportunities:

- To use it as one of the indicators in the annual attestation of instructors' performance;
- To assess the individual contribution to the development of a department, faculty, research institute/center, or the University;
- To identify leaders in specific activity areas (academic, scientific, socio-cultural);
- To determine the overall ranking of teaching and professorial staff and research staff within a department, department within a faculty, and faculty within the University;
- To create conditions for increasing the activity of teaching and professorial staff and research staff in academic, scientific, and socio-cultural activities;

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– To provide heads of structural units with additional information on the professional training level of teaching and professorial staff, research staff, departments, and faculties, and directions for its improvement;

– To facilitate the nomination process for candidates for scientific and pedagogical positions and to identify reserves among teaching and managerial staff;

– To motivate teaching and research staff morally and materially.

5.2 Indicators of the work results of the teaching and professorial staff and research staff are entered into the internal rating ip.ayu.edu.kz information database in the form of verifiable documents and evidence-based decisions. Data entry into the ip.ayu.edu.kz database is carried out individually by each member of the teaching and professorial staff and research staff.

Each staff member and verifier of the uploaded data (department heads, approvers, responsible employees of the Strategic Development, Rating, and Standardization Center) is provided with a personal login and password by the IT programmer to access the rating system.

Department heads are responsible for constantly reminding teaching and research staff to enter their performance indicators for the current academic year into the ip.ayu.edu.kz rating portal on time and for monitoring compliance. The responsibility for the accuracy of the indicators entered into the information database lies with the staff entering the data, the relevant structural unit heads (department heads, directors).

Department heads continuously monitor the compliance of the data for teaching staff, department, and faculty ratings with the indicative plan and the level of completion.

The rating of teaching and professorial staff, departments, faculties, and research institutes/centers may be conducted twice per academic year or once at the end of the academic year.

The Information Technology Department provides the following technical support for the implementation of the rating system:

- Maintaining the ip.ayu.edu.kz information database in operational condition;
- Ensuring rating content for normal operation (updating the list of TPS for the academic year through the Human Resources Management Department, identifying full-time and part-time staff, and placing them into the information database);

- Providing guidance to users on the operation of the rating system;

- Urgent correction of technical or other errors that may occur.

- Adding and updating notifications and urgent information;

- Making adjustments to final results in accordance with the decisions of the rating commission;

- Storing data in the ip.ayu.edu.kz information database and regularly creating backups;

- Maintaining and continuously improving the software.

5.3 The work performance indicators in academic, scientific, and socio-cultural activities entered into the University database by the teaching and professorial staff are analyzed and summarized in June of each academic year. General summarization and submission of the rating for incentive measures are carried out by the internal rating commission established by the University administration (hereinafter – Rating Commission).

The Rating Commission is chaired by the Representative of the Rector or Vice-Rectors appointed from both sides (Kazakhstan and Turkey). The commission includes:

- Three Vice-Rectors for Academic, Scientific, and Socio-Cultural areas;

- Department directors for the three areas;

- Two faculty deans, with membership rotated annually;

- One director of a research institute, with membership rotated annually;

- One department head, with membership rotated annually;

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- One member from the teaching and professorial staff, with membership rotated annually;
- Heads of the Strategic Development, Rating, and Standardization Center and other structural units.

The University Rating Commission reviews and analyzes the materials for the ratings of teaching and professorial staff, research staff, departments, faculties, and research institutes/centers, conducts expert evaluations on requests, and prepares general summaries. Based on the rating results, the Commission submits the final report and recommendations for incentives and actions to the University's senior management.

5.4 Each member of the teaching and professorial staff and research staff enters their performance indicators, supported by evidence-based decisions or verifiable documents, into the rating information database from January 5 to May 21. The database closes on May 22. Instructors and research staff who make more than two errors (i.e., three or more) are excluded from the internal professional rating and removed from the list. However, their achievements are still counted in the ratings of their department and faculty/institute.

5.5 Verifiers are responsible for confirming the data entered into the database by May 31. From June 1 to June 5, teaching and research staff have the opportunity to submit complaints or appeals. Additionally, verifiers can request and enter supplementary documents or additional evidence.

The information entered into the database can be verified for accuracy and compliance with requirements. Performance indicators in academic, scientific, and socio-cultural activities entered by the teaching and professorial staff and research staff into the University ip.ayu.edu.kz database are checked and confirmed by the relevant department directors, center heads, vice-rectors for the respective areas, or independent experts.

Functions and responsibilities of verifiers: Verifiers are personally responsible for checking the data entered into the information database in a timely manner and ensuring that accurate information is confirmed on time or returned with reasons. In case of disputes, verifiers must consult with competent specialists in their area and are directly responsible for the urgent resolution of issues. The responsibilities and rights protection mechanisms for verifiers are defined in a separate agreement or an equivalent document.

Verifiers are protected from any pressure or influence from the teaching and professorial staff and research staff. Any interference with their work, including attempts to change decisions regarding data verification through pressure, requests, or intimidation, is strictly prohibited. Persons who engage in such actions are subject to disciplinary responsibility.

In the event of pressure, verifiers must immediately inform the Rating Commission or the head of the Strategic Development, Rating, and Standardization Center.

Monitoring of the performance indicators for teaching staff, departments, faculties, and research institutes/centers is conducted by the Strategic Development, Rating, and Standardization Center. Data entry indicators and results for teaching staff are monitored and controlled by the relevant department or research institute/center at the end of the academic year.

5.6 The performance indicators of teaching and professorial staff and academic staff (for research institutes/centers) entered into the University database in teaching-methodological, scientific, human resources, and socio-cultural activities are summarized either in general or by individual categories for teaching staff, departments, faculties, and research institutes/centers.

5.7 Teaching-methodological and other printed materials are considered in accordance with the protocols of the Academic Methodological Committee, Science Committee, and Socio-Cultural Committee from the date of publication. Indicators are calculated for the period from

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May 21 of the previous academic year to May 20 of the current academic year, and supporting documents confirming the contribution of instructors must fall within this period.

5.8 Publications in global scientific rating indexes (with the name of Yassawi University indicated) are credited only to the author's own scientific and interdisciplinary field. For Journal Citation Reports (Clarivate Analytics) quartiles and CiteScore (Scopus) indicators, and when calculating points for all scientific articles and monographs, the points are divided by the total number of authors (regardless of whether the author is internal or external). The same principle applies to authors of textbooks, teaching aids, methodological manuals, electronic textbooks, patents, and copyright holders. When verifying indicators in the ip.ayu.edu.kz information portal, the publication must have a corresponding CiteScore in the relevant database. The publication year and publication date must fall within the current academic year.

5.9 Participation in seminars, conferences, academic mobility, internships, etc., is confirmed by participation certificates, orders, or other official documents. Performance indicators and evidence (photos, certificates, scanned documents, etc.) must be uploaded in PDF or JPG formats only.

5.10 Any staff member of the University has the right to participate in the internal professional rating. Those who have worked less than one year or are part-time, and who submit a written request to opt out, will not be subject to any measures by the Rating Commission. Department, faculty, and research institute ratings are calculated using the average indicators based on the staffing units of teaching and research staff in the respective structure.

5.11 The final rating for teaching staff, departments, and faculties is calculated by summing the scores across the three activity areas. The total scores are then used to rank teaching staff, departments, faculties, and research institutes/centers in descending order, determining the rating position of each instructor, department, faculty, and research institute/center.

5.12 Any outdated entries, duplicate entries of the same data under different indicators, or false data entered by teaching and research staff for the current academic year are returned by the verifiers. If verifiers doubt the supporting documents submitted by teaching or research staff, participants are required to provide, within the given period, evidence such as the text of the university order or service letters. Data that are outdated, distorted, or incorrectly entered into the correct field in the ip.ayu.edu.kz database are not verified. If an author uploads more than four incorrect documents for one indicator, the points for that indicator are canceled.

5.13 At the end of the academic year, during the work commission meeting, in accordance with the Code of Integrity, points may be deducted from the final rating of teaching or research staff who have entered unjustified, distorted, or false data, ranging from 1 to 500 points, or such staff may be completely excluded from the rating by commission decision. The materials of those subject to disciplinary action are forwarded to the Ethics and Discipline Commission.

5.14 Based on the Commission's recommendation, additional points may be awarded to teaching and research staff for significant contributions to events aimed at enhancing the University's image (based on protocols, orders, or programs, and recommendations from the Chairpersons of the Academic-Methodological, Science, and Socio-Cultural Committees) or for outstanding participation in public and cultural events.

5.15 The indicators entered into the ip.ayu.edu.kz database are reviewed annually between June and August, and rating values are finalized. The highest score in the rating database for each staff member (Ropq(r)) is taken as the maximum value (Ropq.max) and set to 100 %. Rating points for teaching and research staff are then calculated as percentages: $Ropq(r) \% = Ropq(r) * 100 \% / Ropq.max$.

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5.16 Written complaints and suggestions are reviewed at a meeting of the Rating Commission approved by the University Rector or Vice-Rector, documented in the protocol, and posted on the rating portal for staff review. Complaints or suggestions from teaching and research staff are accepted from June 1 to June 5, after which submissions are closed.

5.17 If part-time teaching or research staff indicate in writing to the Rating Commission that they cannot compete on equal terms with full-time staff, the Commission may decide not to consider their individual rating results.

5.18 Calculations for each indicator are determined according to the points specified in these rules. The final points of the internal rating indicators are summarized and submitted for incentive measures for the next academic year through the permanent Rating Commission approved by the University Rector.

5.19 At the end of each academic year, the Rating Commission reviews and finalizes the indicators entered into the ip.ayu.edu.kz database. As a result, several levels such as very high, high, medium, low, and very low are determined. Staff with very high scores are identified and recommended to senior management for one-time bonuses or differentiated salary supplements. The incentive pool typically covers approximately one-tenth of the total number of teaching and research staff with very high rating scores.

5.20 Differential monthly supplements for teaching staff included in the TOP-100 list are calculated based on the approved minimum level and the instructor's category. One-time incentive bonuses or monthly differentiated rating supplements are awarded only to staff who have worked at least one year in positions such as assistant, instructor, senior instructor, associate professor, professor, and research staff in the regular staff.

5.21 Based on the final rating results for the current academic year, the TOP-100 list of teaching and research staff is determined, and the incentive bonus or differentiated monthly supplement is provided in the amount recommended by the Commission.

- 1–10 place – 35 MCI
- 11–25 place – 30 MCI
- 26–50 place – 25 MCI
- 51–75 place – 20 MCI
- 76–100 place – 15 MCI

Possible changes to the TOP-150 internal rating indicators or a different number of top performers may be made by the Rating Commission at the end of the academic year and submitted to senior management.

5.22 Based on the department rating results, three departments that have achieved the highest overall performance in the three areas of activity during the current academic year are identified. These departments, as a one-time incentive determined by the Commission, may receive material support, office equipment, or other necessary items through a request letter, with funding allocated as follows:

- I place – 100 MCI
- II place – 80 MCI;
- III place – 65 MCI.

5.23. Based on the results of the faculty and research institute/center ratings, one faculty and one research institute are determined that achieved the highest overall results across all areas of activity in the current academic year. By the decision of the Commission, as a one-time incentive, they are granted the opportunity to receive material assets, office equipment, and other resources in the form of a request-proposal for funds in the following amount:

- I place – 100 MCI.

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5.24. The Rating Commission, based on the indicators integrated into the ip.ayu.edu.kz database, may, at the end of the academic year, identify laureates in the categories “Leader of the Year,” “Best Scientific Publication,” “Best Teacher,” “Best Adviser” and submit them to senior management for the assignment of incentive awards.

5.25. Incentive supplements to the salaries of teaching and research staff and material incentive payments to departments/faculties/research institutes/centers are paid from off-budget funds. The incentive award is assigned for 10 months starting from September 1 of the academic year, formalized by a special order in the new academic year, and the awardees are recognized. If a teacher is transferred to an administrative position, the rating supplement based on the previous academic year is retained.

When a teacher/staff member is transferred to another structural unit of the university, their rating points from the previous academic year remain with the department where they previously worked.

5.26. In the case of zero points in the rating results for teaching and research staff, the following measures may be applied:

- referral to the Ethics and Discipline Commission for accountability in the form of a warning, reprimand, severe reprimand, or other measures;
- proposal for termination of the individual employment contract.

The following categories of staff are exempt from these measures:

- teaching and research staff who have worked in the position for less than one academic year at the time of rating results;
- teaching and research staff returning from childcare leave in the current academic year;
- teaching and research staff working part-time with a workload of 0.25–0.75 of a full position.

5.27. Based on the rating results, teaching and research staff who score below the threshold may be notified of the termination of their employment contract for the following year.

5.28. Rating indicators of teaching staff on the ip.ayu.edu.kz website are included in the personal profile data of the teaching staff on the university website and are considered during staff attestation and when concluding/extending individual employment contracts.

6. INDICATORS ENTERED INTO THE ip.ayu.edu.kz INFORMATION PORTAL

6.1. Indicators for Teaching and Research Staff

No	Indicators with variable values based on proposals	Unit of measurement	Rating score	Evidence base
I.	I. SCIENTIFIC DIRECTION (for projects and research, scientific publications, doctoral/master’s dissertation topics; if the directions and keywords align with the Sustainable Development Goals, an additional +20% is applied)			
	PROJECTS AND RESEARCH (As supporting documents for projects, a bilateral agreement with Akhmet Yassawi University, an order appointing project performers based on the agreement, or a certificate of completed work must be provided. Projects carried out independently by teaching and research staff with external organizations (except projects under consortium agreements) are not accepted. Points are not awarded to volunteers or performers hired under a service contract who do not receive a salary.)			
1.1	International Projects (all directions, overseas)			

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	1.1.1. Project Leader 1.1.2. Each Project Participant	Number Number	1400 800	Explanation in Clause 1
1.2	Program-Targeted Funded Projects: 1.2.1. For the Project Leader 1.2.2. For Each Project Participant	Number Number	800 500	Explanation in Clause 1
1.3	Grant and Scientific-Technological Projects: 1.3.1. For the Project Leader 1.3.2. For the Project Participant	Number Number	500 300	Explanation in Clause 1
1.4	Targeted Funding Program under the Competition of the Science Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan, which passed Stage I, was submitted to the National Scientific Council (with a score of at least 23 points) but did not receive funding: 1.4.1. For the Project Leader 1.4.2. For each Project Participant	Number Number	200 100	Confirming link of UMGTCO
1.5	Grant funding applications submitted to the Competition of the Science Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan, which passed Stage I, were submitted to the National Scientific Council (with a score of at least 23 points) but did not receive funding: 1.5.1. For the Project Leader 1.5.2. For each Project Participant	Number Number	100 50	Confirming link of UMGTCO
1.6	Implementation of innovative projects in production (commercialization of R&D results) 1.6.1. For the Project Leader 1.6.2. For each Project Participant	Number Number	800 500	Explanation in Clause 1
1.7	Contractual and business projects 1.7.1. For the Project Leader 1.7.2. For each Project Participant	Әр млн. теңге үшін саны	20 10	Explanation in Clause 1
1.8	Startup projects: 1.8.1. For the Project Leader 1.8.2. For each Project Participant	Number Number	100 50	Explanation in Clause 1
1.9	For the "Yntaly" project registered with JSC "UMGTSO" (AO NCGNTE) (if the Project Leader has submitted reports in accordance with clause 6.4 of the Science Committee rules and			Explanation in Clause 1.9

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	has registered the project's information card in the rating database): 1.9.1. For the Project Leader 1.9.2. For each Project Participant	Number Number	200 100	
2.	Publications in global scientific citation indexes (if the name of Akhmet Yassawi University is indicated or included in the author information, considering only the author's own scientific and interdisciplinary field; for Journal Citation Reports (Clarivate Analytics) quartile and CiteScore (Scopus) percentile), no more than 2 articles per journal per year.			
2.1	1st quartile (percentile 99–75%)	Number	1000	Relevant link
2.1.1	1st quartile (percentile 99–75%) / co-authored with students	Number	1100	Relevant link
2.2	2nd quartile (percentile 74–50%)	Number	750	Relevant link
2.2.1	2 nd quartile (percentile 74–50%) / co-authored with students Number 800 Relevant reference	Number	800	Relevant link
2.3	3rd quartile (percentile 49–25%)	Number	500	Relevant link
2.3.1	3rd quartile (percentile 49–25%) / co-authored with students Number 600 Relevant reference	Number	550	Relevant link
2.4	4th quartile (WoS, Scopus)	Number	300	Relevant link
2.4.1	4th quartile (WoS, Scopus) / co-authored with students	Number	350	Relevant link
2.5	Articles in conference proceedings (publications in ranked scientific indices, minimum volume 0.2 printed sheets)	Number	200	Relevant link
2.5.1	Articles in conference proceedings (publications in ranked scientific indices, minimum volume 0.2 printed sheets), co-authored with students	Number	250	Relevant link
2.5.2	For each citation received (in the previous calendar year, maximum limit 50, self-citations are not counted)	Number	20	Certificate issued by the Director of the Sustainable Development Research Center
2.5.3	Works co-authored with representatives from low- or lower-middle-income countries (this indicator is an important metric for our University's participation in the THE ranking. The list of such countries is taken from the World Bank database: https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-	Number	100	Certificate issued by the Director of the Sustainable Development Research Center

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<u>ending-groups))</u>				
3. Publications in scientific journals listed by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan (if the affiliation of Akhmet Yassawi University is indicated)				
3.1	Publications in scientific journals according to the list recommended by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan	Number	200	Link to the article published in the journal
3.2	Publications in scientific journals according to the list recommended by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan (with the name of Akhmet Yassawi University indicated, co-authored with students)	Number	250	Link to the article published in the journal
3.2.1	Journals from the list recommended by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan: Herald of Yassawi University, IKTU Herald, Turkology, Eurasian Research Journal.	Number	200	Link to the article published in the journal
3.2.2	Articles published in journals from the list recommended by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan (Herald of Yassawi University, IKTU Herald, Turkology, Eurasian Research Journal) co-authored with students.	Number	210	Link to the article published in the journal
3.3	Articles published in journals not included in the list recommended by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan (Herald of Yassawi University, IKTU Herald, Turkology, Eurasian Research Journal, Hikmet, Turkic Historical Studies, "International Journal of Environmental Science and Green Technology", "Yassawi journal of health sciences").	Number	150	Link to the article published in the journal
3.3.1	Articles published in journals not included in the list recommended by the Committee for Control in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan (Herald of Yassawi University, IKTU Herald, Turkology, Eurasian Research Journal, Hikmet, Turkic Historical Studies, "International Journal of Environmental Science and Green Technology", "Yassawi journal of	Number	160	Link to the article published in the journal

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	health sciences”), co-authored with students.			
3.4	For articles published in Herald of Yassawi University, IKTU Herald, Turkology, Eurasian Research Journal, Hikmet, Turkic Historical Studies journals, for reviewers (maximum limit: 3).	Number	30	Certificate / order confirming peer review
3.5	Comments published in scientific journals (letter to the editor, commentary, case presentation, technical notes, recommendations or remarks on research, textbook reviews and summaries, scientific life reviews), with a maximum limit of 3.	Number	20	The explanation is given in paragraph 5.
3.6	For serving as editor-in-chief or scientific editor of scientific journals on a voluntary basis (maximum limit: 1): 3.6.1 Scopus, Springer, Web of Science – scientific editor 3.6.2 AYU scientific journals – ● editor-in-chief ● scientific editor	Number Number Number	500 200 150	Certificate of confirmation
4. Publications (if the name of Akhmet Yassawi University is indicated or the author is affiliated with the University)				
4.1	Textbooks, books, monographs, etc., included in the Elsevier, Scopus, and Web of Science databases	Number	1000	Publication
4.2	Monographs	Number	500	Publication
4.3	Collective monograph / Book chapter – for each author	Number	200	Publication
4.4 Publications in foreign (distant and nearby) and domestic officially registered editions (published work of at least 5 pages) / in co-authorship with students				
4.4.1	Distant foreign countries	Number	100	Publication
4.4.2	Distant foreign countries / in co-authorship with students	Number	120	Publication
4.4.3	Near abroad	Number	70	Publication
4.4.4	Near abroad / in co-authorship with students	Number	80	Publication
4.4.5	Domestic	Number	30	Publication
4.4.6	Domestic / with student co-authorship	Number	50	Publication
4.5 Domestic, Distant, and Neighboring Foreign international and national conferences, congress presentations (based on the full text of the article in the published proceedings), maximum value 5				
4.5.1	Domestic: International and national conference or congress presentations (based on the full text	Number	20	Publication

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	of the article in the published proceedings), maximum value 5			
4.5.2	Domestic: International and national conference or congress presentations (based on the full text of the article in the published proceedings), maximum value 5; with student co-authorship –	Number	25	Publication
4.5.3	Far abroad: International and national conference or congress presentations (based on the full text of the article in the published proceedings), maximum value 5	Number	50	Publication
4.5.4	Far abroad: International and national conference or congress presentations (based on the full text of the article in the published proceedings), maximum value 5, with student co-authorship	Number	60	Publication
4.5.5	Near abroad: International and national conference or congress presentations (based on the full text of the article in the published proceedings), maximum value 5	Number	40	Publication
4.5.6	Near abroad: International and national conference or congress presentations (based on the full text of the article in the published proceedings), maximum value 5: in co-authorship with students	Number	50	Publication
5. Hirsch (h) index in global ranking databases (Web of Science, Scopus), maximum value – 1000 (h - 10)				
5.1	1 – h	денгейі	100	Verification link
5.2	2 – h	денгейі	200	Verification link
5.3	3 - h	денгейі	300	Verification link
5.4	4 - h and (for values above that – 100 points are added for each Hirsch level)	денгейі	400	Verification link
6. International and national-level invention patents (if Akhmet Yassawi University is listed as the patent owner, points are distributed among the authors)				
6.1	Foreign patents from Europe, the USA, and Asia-Pacific countries (registered at the international level)	Number	1000	Copy of the patent/application
6.2	Foreign patents from countries participating in the Eurasian Patent Organization, with the copyright holder being IKTU (registered at the CIS level)	Number	750	Copy of the patent/application
6.3	Patent of the Republic of Kazakhstan, with the copyright holder being IKTU	Number	500	Copy of the patent/application

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6.4	Intellectual property certificate (registered in the state registry) by fields, maximum limit – 5	Number	100	Copy of the certificate
6.5	Implementation and commercialization of patents, commercial use (sale of the patent to a third party for use) Number 1000 Supporting document: Implementation act	Number	1000	Entry act
7. Being the supervisor of students who won prizes in the Best Scientific Works competition (for online format, supporting documents are required: video recording, program, faculty recommendation, etc.)				
7.1 Competition of students' research works among youth research organizations (included in the official lists of the Ministry of Education and Science of the RK, Ministry of Health of the RK, and Ministry of Defense of the RK) (upon presentation of a diploma)				
7.1.1	Republican	Number	200	Explanation in paragraph 7.1
7.2 Informal competitions of student research projects				
7.2.1	International, including AYU	Number	100	Explanation in paragraph 7.1
7.2.2	University-level	Number	50	Explanation in paragraph 7.1
8. Scholarship or grant (award) recipients				
8.1	Annual recipient of the scholarship from the Science Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan	Number	300	Copy of the order of the SC MES RK
8.2	Winner of the "Best Instructor" or "Best Researcher" grant from a Non-Governmental Educational Organization (NGEO)	Number	300	Copy of the order of the SC MES of the RK
8.3	Recipient of an international scholarship (Fulbright, Chevening, YTB Türkiye Araştırma Bursu, etc.) or the "Bolashak" scholarship	Number	300	Copy of the official decision/order or summons
8.4	Annual awards in the field of education and science (government awards named after K.I. Satpayev, Sh. Sh. Ualikhanov, A.I. Baraev, Y. Altynsarin, Kultegin, D.A. Konayev, M.O. Auezov, etc.)	Number	300	Copy of the order of the SC MES of the Republic of Kazakhstan
9. Supervision of PhD (Doctoral) students (if the student has received a diploma from the Committee for Control in Education and Science under the Ministry of Education and Science of the Republic of Kazakhstan, within the normative timeframe)				
		Number	1000	Copy of the diploma
9.1 Defense within the regulated doctoral program period (within 2 years after completing the doctoral program)		Number	500	

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9.2 Defense after more than 2 years				
II. ACADEMIC (*textbooks, teaching materials, methodological guides—if their topics, directions, or keywords correspond to the Sustainable Development Goals, +20% is added)				
10. Textbooks (at least 12 pages), teaching manuals (at least 6 pages), and methodological guides (at least 6 pages) (published during the academic year, with the Ahmet Yassawi University name indicated or author information included, with mandatory submission to the University Library).				
10.1	Published with the approval (granted a seal) of the Ministry of Education and Science of the Republic of Kazakhstan (MES RK).	Number	800	Publication, certificate from the Head of the Library of IKTU
10.2	Published based on the decision of the Republican Academic-Methodological Council (RAMC) or submitted with the recommendation of the RAMC.	Number	600	Publication, certificate from the Head of the Library of IKTU
10.3	Textbook published based on the decision of the Republican Academic-Methodological Council (RAMC).	Number	500	Publication, certificate from the Head of the Library of IKTU
10.4	Textbooks submitted for publication by the AYU (Akhmet Yassawi University) Senate.	Number	400	Publication, excerpt from the Senate minutes, certificate from the Head of the IKTU Library
10.4.1	Textbooks submitted for publication by the AYU (Akhmet Yassawi University) Senate.	Number	300	Publication, excerpt from the Senate minutes, certificate from the Head of the IKTU Library
10.5	Educational and methodological materials recommended by the Republican Academic-Methodological Council (OӘK).	Number	250	RCE publication, excerpt from the minutes, certificate from the Head of the IKTU

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				Library
10.6	Electronic textbooks (must be registered with an intellectual property certificate).	Number	200	Publication, copy of the certificate, excerpt from the Senate minutes, certificate from the Head of the IKTU Library
10.7	Massive Open Online Courses (MOOCs), if registered on the Coursera platform.	Number	600	Link to the Coursera portal
11	For translators of monographs, textbooks, and teaching materials.	Number	200	Copy of the publication
12. Academic mobility (giving lectures at another higher education institution, with a certificate and university order required for verification, for a period of not less than two weeks). For this indicator, points are counted only once.				
12.1	In foreign countries (long-distance/remote countries).	Number	500	Explanation in paragraph 12
12.2	In neighboring countries.	Number	300	Explanation in paragraph 12
12.3	At a higher education institution in Kazakhstan.	Number	200	Explanation in paragraph 12
13. Internship completion				
13.1	Abroad	Number	200	Explanation in paragraph 13
14. Coordinator of a double (joint) degree program (based on contributions indicated by the department or faculty recommendation)				
14.1 International Joint Educational Program (IJEP)				
14.1.1	Far abroad	Number	2000	Reference to the BPU BB registry
14.1.2	Near abroad	Number	1750	
14.2	Republican Scientific-Methodical Center for Additional Education	Number	1000	Reference to the BPU BB registry
14.3	International Scientific-Methodical Center	Number	1500	Reference to the BPU BB registry
14.4	Republican Scientific-Methodical Center	Number	500	Reference to the BPU BB registry
15. Being a supervisor of students who won prizes in subject Olympiads (In case the Olympiad was held online—evidence documents are required: video recording, program, faculty recommendation, etc.) (official subject Olympiads, official creative Olympiads, based on an order issued to the team supervisor; points for the supervisor are counted only once). Maximum				

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value: 3.				
15.1	International (if held abroad)	Number	300	Explanation in paragraph 15
15.2	Republican (included in the official list of the MES of the Republic of Kazakhstan)	Number	200	Explanation in paragraph 15
16. Coaching of artists and athletes who achieved results at the international and national levels (based on an order issued to the coaches)				
16.1	Olympiad winner (1st, 2nd, 3rd place)	Number	1000	Copy of the order, diploma, etc.
16.2	Winner of the World (Asian) Championship or international competitions included in the official list	Number	500	Copy of the order, diploma, etc.
16.3	Winner of the Championship of the Republic of Kazakhstan	Number	200	Copy of the order, diploma, etc.
16.4	For Universiade winners – in team sports (based on an order issued to the team coach; points for the team coach are counted only once)	Number	300	Copy of the order, diploma, etc.
16.4.1	For Universiade winners – in individual sports, based on an order issued to the coach, maximum value: 5	Number	100	Copy of the order, diploma, etc.
16.4.2	16.4.2 For winners of national university leagues – in team sports (based on an order issued to the team coach; points for the team coach are counted only once)	Number	200	Supporting documents: copy of the order, diploma, etc."
16.4.3	"For winners of national university leagues – in individual sports (based on an order issued to the coach, maximum value: 5)"	Number	100	Copy of the order, diploma, etc.
17. Supervision of students who won prizes in creative competitions included in the official lists of the MES RK and the Ministry of Culture and Sports of the RK (In case the competition was held online—under emergency circumstances—evidence documents are required: video recording, program, faculty recommendation, etc.)				
17.1	International	Number	250	Explanation in paragraph 17
17.2	Republican	Number	200	Explanation in paragraph 17
17.3 Supervision of students who won prizes in informal creative competitions (events organized outside the plan, maximum value: 5)				
17.3.1	International	Number	100	Explanation in paragraph 17
17.3.2	Republican"	Number	50	Explanation in paragraph 17
17.3.3	Regional	Number	25	Explanation in paragraph 17
17.4	Organization of the work of development			Explanation in

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	schools (summer/winter, by directions), training sessions, seminars, and conferences contributing to the development of the Turkic world, republican, regional, and city organizations (maximum value: 5)	Number	50	paragraph 17
III SOCIAL AND CULTURAL DIRECTION (Organization of cultural and mass events (events carried out within the approved plans in the social and cultural direction, maximum value: 5). If the event is held within the framework of the 'Sustainable Development Goals': +20%)"				
18. Recipients of awards and honors				
18.1	Academic staff who have received awards, prizes, or other recognitions from world-class international organizations or government institutions (international awards, according to the official list)	Number	400	Explanation in paragraph 18.1
18.2	Academic staff who have received awards, prizes, or other recognitions at the republican level (governmental, according to the approved official list)	Number	300	Republican awards, according to the list"
18.3	Academic staff and researchers who have received departmental awards, prizes, letters of appreciation, or other recognitions at the state or republican level (governmental, according to the approved official list)	Number	200	Copy of the departmental award
18.4	Laureate of the State Prize of the Republic of Kazakhstan'	Number	1000	Relevant order
19. Publications about the university in foreign and national mass media, including their official websites, maximum value: 5				
19.1	International	Number	150	Relevant reference
19.2	Republican	Number	75	Relevant reference
20. Organization of cultural and mass events (events carried out within the approved plans in the social and cultural direction, maximum value: 5)				
20.1	At the international level	Number	100	Approved plan in the socio-cultural direction, indicating the approved paragraph with the relevant reference
20.2	At the republican level	Number	75	As in paragraph 20.1
20.3	At the regional and university level	Number	50	As in paragraph 20.1

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21. Creative competitions (design, journalism, decorative arts, stage performances, pop and classical arts, music, choreography, traditional performance, visual arts) (with supporting documents: certificate, order, diploma)				
21.1 Winners of creative competitions				
21.1.1	International	Number	200	Explanation in clause 22"
21.1.2	Republican	Number	150	Explanation in paragraph 21
22. Genuine individual creative performances (exhibitions, triennials, shows, concerts, festivals, presentations, social media links, programs, publications, certificates, video materials, etc., based on supporting documents), in case of an official invitation to the university				
22.1	International	Number	150	Explanation in clause 22"
22.2	Republican	Number	100	Explanation in clause 22"
23.	Participation as a member/expert of a commission operating on the basis of an order, involvement in the work of an expert group (maximum value: 5)	Number	100	Certificate of participation from the relevant organization or authority (to be obtained by the end of the academic year, by May)
24.	To members of expert commissions at the republican level (by orders of the Ministry of Education and Science, the Ministry of Health, and other governmental bodies)	Number	200	Copy of the relevant departmental order
6.2 INDICATORS FOR DEPARTMENTS				
25. Based on officially obtained data, the employment rate of graduates (for graduates of the JMBCB, Faculty of Medicine, and Faculty of Dentistry, the total score is distributed among the respective departments based on the recommendations of the deans of these faculties)				
25.1	(71-80%) x (K = 1)	500 x K	500	Reference to an official source
25.2	(81-90%) x (K = 2)	500 x K	750	Reference to an official source
25.3	(91-100%) x (K = 3)	500 x K	1000	Reference to an official source

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26. Availability of an up-to-date alumni database covering the last 10 years, including graduates of the previous academic year (provided that the database contains information about graduates for each year)				
26.1	From 50% to 75% of the total graduate contingent		1000	Graduate database including complete information of alumni, including the previous year (workplace, position, phone number/e-mail)
26.2	More than 75% of the total graduate contingent		2000	
27. Availability of an up-to-date database of graduates who have held or are holding leadership positions in the last 10 years (provided that the database contains information about graduates for each year)				
27.1	From 50% to 75% of the total graduate contingent		500	Graduate database including complete information of alumni, including the previous year (workplace, position, phone number/e-mail)
27.2	More than 75% of the total graduate contingent		1000	
28. Total proportion of teaching staff with academic degrees and professorships				
28.1	Between 50 and 55	%	500	Certificate from the HR department
28.2	Between 56 and 70	%	750	Certificate from the HR department
28.3	Above 70*	%	1000	Certificate from the HR department
29. THE Subjects, "Atameken" NCP, ARTA (IAAR), BSQA (IQAA), etc. – the position of the educational program in the ranking (points are awarded only for educational programs that entered the TOP-10, provided that at least 20 educational programs participated in the ranking)		Number	500	Certificate

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30. Development of new educational programs and updating of existing educational programs				
30.1	Developed new educational programs (approved in the register of educational programs of the National Center for the Development of Higher Education)	Number	200	Reference to the register of educational programs"
30.2	Updating educational programs (updating – approved in the register of educational programs of the National Center for the Development of Higher Education, more than 50%)	Number	100	Reference to the register of educational programs"
31.	Accreditation of educational programs For 5 years; For 3 years	Number Number	500 300	Copy of the certificate
32.	Passing post-accreditation monitoring of educational programs	Number	250	Copy of the report approved by the Rector / conclusion of the accreditation agency"
33. For complete information and indicators on the website (academic, scientific, social and cultural data of the structure, academic staff portfolio, subject content information, etc.)		Number	100 0	Certificate from the Director of the Information Technology Department
34. For university doctoral students who defended their dissertations (If they received a diploma from the MES RK SBE-KKSON, within the normative timeframes): 34.1 Defense within the regulated period of doctoral studies (within 2 years after completing the doctoral program) 34.2 Defense after more than 2 years"		Number Number	100 0 500	Copy of the diploma
6.3 INDICATORS FOR FACULTIES				
35. Students who studied abroad or at national higher education institutions for one academic term				
35.1	Up to 10	%-	50	
35.2	Between 11 and 20	%	75	
35.3	More than 21	%	100	
36. Students who came from foreign and national higher education institutions and studied at the university for one academic term (1 semester)				
36.1	Up to 10	%	50	
36.2	Between 11 and 20	%	75	
36.3	More than 21	%	100	
37. Total proportion of teaching staff with academic degrees and professorships				
37.1	Between 50 and 55	%	500	
37.2	Between 56 and 70	%	750	

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37.3	Above 70	%	2000	
38. Accredited / certified laboratories		Number	2000	
6.4 INDICATORS FOR RESEARCH INSTITUTES				
39. Total proportion of research staff with academic degrees				
39.1	Between 50 and 55	%	500	
39.2	Between 56 and 70	%	750	
39.3	Above 70	%	1000	
40. Accredited / certified laboratories		Number	2000	

7 PROCEDURE FOR MAKING CHANGES

7.1 The management of this university regulation and the introduction of changes shall be carried out in accordance with QP-HQTU-7.5.3-2025.

7.2 Changes made to the QMS document must be recorded in the 'Change Registration Sheet'.

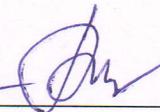
8 APPROVAL, STORAGE, AND DISTRIBUTION

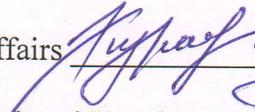
8.1 Discussion and approval of this university regulation shall be carried out at the Senate meeting and documented by minutes.

8.2 Responsibility for maintaining, reproducing, and distributing the working copy of this university regulation lies with the Directors of the Academic Department, Science Department, and Youth Policy Department. Working copies of this university regulation shall be sent to the following addresses: Vice-Rectors, Faculty Deans, Directors of Research Institutes, Heads of Departments, teaching staff, and research staff.

8.3 Responsibility for storing the control copy of this university regulation at the Center for Strategic Development, Rankings, and Quality lies with the Head of the Center.

APPROVED

Vice-Rector for Science and Strategic Development  A. Oshibayeva

Vice-Rector for Academic Affairs  E. Idrissova

Vice-Rector for Social and Cultural Development  Y. Tolegenov

Vice-Rector for Finance and International Relations  M. Giritlioglu

Director of the Finance Department, Chief Accountant  K. Torebay

Head of the Legal Department  G. Mussakhanov



