

"I Agree"

Representative of the Rector,
Professor of Khoja Akhmet Yassawi
International Kazakh-Turkish University

Peyami Battal

"__" ____ 2023

"Approved"

Rector of Khoja Akhmet Yassawi International
Kazakh-Turkish University
____ Zh. Temirbekova

"__" ____ 2023

QUALITY MANAGEMENT SYSTEM UNIVERSITY REGULATION

UR-IKTU-034-2023

Regulation on the Competitive Appointment of Faculty Members and Research Staff to Positions

FOREWORD

1. DEVELOPED AND IMPLEMENTED BY

Human Resources Management Department

2. Developed by:

– Human Resources Management Department

3. Agreed by:

- Vice-Rector for Academic Affairs – E. Idrissova
- Vice-Rector for Science and Strategic Development – A. Oshipayeva
- Vice-Rector for Finance and International Relations – M. Nursoy
- Executive Secretary – G. Baysenkul
- Director of the Academic Department – A. Bostanova
- Director of the Science Department – Kh. Masadikov
- Head of the Center for Strategic Development, Ranking, and Quality – S. Kyrykbaeva
- Head of the Legal Department – G. Musakhanov

IMPLEMENTED

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1. SCOPE OF APPLICATION

1.1 This regulation defines the procedure for the competitive appointment of faculty members and research staff to positions at Khoja Akhmet Yassawi International Kazakh-Turkish University (hereinafter referred to as the University).

1.2 This regulation is the primary document for implementing the competitive appointment of faculty members (professors, associate professors, senior lecturers, and lecturers) and research staff to positions at the University.

1.3 In accordance with this regulation, the competitive appointment of faculty members (professors, associate professors, senior lecturers, and lecturers) and research staff to positions should be conducted and executed.

1.4 The regulation HKTU-034-2023 is part of the University's Quality Management System (QMS) documents.

2. NORMATIVE REFERENCES

2.1. The regulation on the competitive appointment of faculty members and research staff to positions makes reference to the following normative documents, without being limited to them:

- Labor Code of the Republic of Kazakhstan, Code of the Republic of Kazakhstan No. 414-V, dated November 23, 2015;
- The Law of the Republic of Kazakhstan "On Education," No. 319, dated July 27, 2007;
- The Law of the Republic of Kazakhstan, No. 531-IV, dated January 9, 2012, ratifying the Agreement between the Government of the Republic of Kazakhstan and the Government of the Republic of Turkey regarding the operating conditions of Khoja Akhmet Yassawi International Kazakh-Turkish University and the protocol on amendments to the agreement, dated October 22, 2009;
- Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan, dated October 30, 2018, "On approving the model rules for the functioning of higher and postgraduate education institutions."

Order No. 391 of the Minister of Education and Science of the Republic of Kazakhstan, dated October 17, 2015, "On approving the qualification requirements for educational services and the list of documents confirming compliance with these requirements."

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- **Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan, dated April 20, 2011, "On approving the rules for organizing the educational process based on the credit technology of education in higher and/or postgraduate educational institutions";**
- **University Charter;**
- **Regulation on Faculty Members.**

3. TERMS, DEFINITIONS, AND ABBREVIATIONS

3.1 The following terms, definitions, and abbreviations are used in this regulation:

- **University** – Khoja Akhmet Yassawi International Kazakh-Turkish University;
- **QMS** – Quality Management System;
- **Faculty** – Faculty members.

4. RESPONSIBILITIES AND AUTHORITIES

4.1 The Responsible Secretary and the Head of the Human Resources Management Department are responsible for the implementation of the University's requirements.

4.2 The Vice-Rectors for Academic Affairs, Science, and Strategic Development oversee the implementation of the University's requirements.

4.3 The Head of Department and the Faculty Dean are responsible for implementing the requirements within their respective departments.

5. GENERAL PROVISIONS

5.1 This regulation is developed in accordance with the legislation of the Republic of Kazakhstan and defines the procedure for the competitive appointment of faculty members and research staff to positions at the University.

5.2 The competitive appointment procedure is based on the following principles:

- Legality;
- Meritocracy;
- Prohibition of discrimination in the field of employment;
- Priority of employees' life and health.

5.3 The competitive appointment of faculty members and research staff to positions at the University is conducted only in cases of vacant positions.

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5.4. The competitive appointment of faculty members and research staff to positions at the University is conducted according to the "Qualification Descriptions of Pedagogical Workers and Equivalent Positions" (hereinafter referred to as the "qualification descriptions") that are prepared and approved by the University. Candidates who have the appropriate higher or postgraduate education in their relevant field and submit documents for participation in the competition are eligible.

For positions such as associate professors (docents) and professors in the field of arts, culture, and sports in higher education institutions, specialists without the appropriate scientific title and degree but with recognized achievements in the field may participate in the competition.

This Regulation defines the procedure and conditions for competitive selection and the process of signing an employment contract between the employer and the University employee.

6. ANNOUNCEMENT OF THE COMPETITION

6.1. In the case of a vacancy for faculty members and research staff, the relevant university must publish an announcement about the competition (Appendix 1) in the mass media at least fifteen calendar days before the deadline for accepting documents.

6.2. The announcement about the competition must include the following information:

1. The name of the vacant position for faculty members and research staff;
2. The full name and location of the University, including the phone number;
3. The contact information of the commission secretary, including their phone numbers, email address, full name, and contact details for clarification;
4. The deadline for submitting documents, including the exact date and time;
5. The main requirements for candidates based on the qualification descriptions.

6.3. Applications for the competition (in free form) for the vacant positions must be submitted by the applicants no later than the deadline for document submission mentioned in the announcement.

7. FORMATION OF THE COMPETITION COMMISSION

7.1. The number, individual composition, and authority of the competition commissions (hereinafter referred to as the "competition commission") for appointing faculty members and research staff to positions will be determined

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The term of the competition commission will be determined and approved by the University Rector and the Rector's Representative by order.

7.2. The main duties of the competition commission are:

- To provide equal opportunities for all candidates to participate in the competition;
- To ensure fair competition among participants;
- To monitor the fairness and transparency of the competition;
- To establish the schedule for the competition commission's meetings;
- To analyze the competition documentation;
- To issue recommendations for the competition results from the competition commission to the management.

7.3. The competition commission is formed with the following composition:

1. The Chairman of the competition commission – the Rector's Representative,
2. The Deputy Chairman of the competition commission – Vice-Rector for Academic Affairs,
3. The Secretary of the competition commission – an employee of the Human Resources Management Department,
4. Members of the competition commission – Vice-Rectors in relevant fields, the Head of the Human Resources Management Department, the Head of the Legal Department, and the Head of the Trade Union Organization.

8. ACCEPTANCE AND REVIEW OF DOCUMENTS FROM COMPETITION PARTICIPANTS

8.1. Those wishing to participate in the competition (in free form) submit a request in writing to the University Rector. Along with the application, the following documents must be submitted: For University employees:

1. Resume;
2. The proposal of the expert commission approved by the Faculty Dean – for faculty members, or the proposal of the expert commission approved by the relevant Vice-Rector or Institute Director – for candidates applying for research staff positions;
3. Copies of certificates for retraining and professional development (if available), with the originals for verification;
4. A list of scientific works and inventions (if any) (for the last three years);

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- 5) A certificate from the Committee on Legal Statistics and Special Records of the General Prosecutor's Office of the Republic of Kazakhstan, indicating whether or not the individual has been involved in criminal offenses;
- 6) Other documents specified in the competition announcement.

For external candidates, the list of required documents is as follows:

1. A personal file form for personnel records;
2. Resume;
3. Biography;
4. Copies of the higher education diploma, academic and scientific degree diplomas, and documents confirming the scientific title, along with the original documents for comparison;
5. Copies of certificates for retraining and professional development (if available), along with the original documents for comparison;
6. A list of scientific works and inventions (if any) (for the last three years);
7. A certificate from the Committee on Legal Statistics and Special Records of the General Prosecutor's Office of the Republic of Kazakhstan, indicating whether or not the individual has been involved in criminal offenses;
8. A certificate from a narcological organization;
9. A certificate from a psychoneurological organization;
10. Other documents specified in the competition announcement.

Failure to provide the complete set of documents as outlined above and failure to submit the application and documents by the established deadline will be grounds for exclusion from the competition.

8.2. The University has the right to organize competitions for faculty members and research staff positions based on industrial needs.

9. COMPETITION PROCEDURE

9.1. The competition consists of the following stages: The first stage - reviewing the applications of candidates for vacant positions for professors, associate professors, and research staff at higher education institutions. The review will be conducted by the personnel department specialists, members of the expert commission, and members of the competition commission. Candidates

who have not submitted the full set of documents as outlined in Article 8 of this regulation will not be allowed to participate in the next stage of the competition.

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The second stage – For faculty members (OQC) – an expert commission consisting of three members from the faculty, appointed by the dean's order or department, will be established (the positions of the members of the expert commission should be higher than the candidate's or should be professors/associate professors). For research staff – an expert commission consisting of three members appointed by the vice-rector or the director of the institute will be formed (the positions or academic degrees of the members of the expert commission should be higher than the candidate's or should be professors/associate professors).

The expert commission members will conduct an interview with the candidate based on their documents, and with the dean's/vice-rector's/institute director's approval, prepare a written recommendation, which is then submitted to the commission.

Candidates who receive a negative decision from the expert commission will not be allowed to proceed to the interview stage with the competition commission. Candidates who receive a positive decision from the expert commission will be allowed to proceed to the interview stage with the competition commission. Candidates who receive an exceptionally positive opinion from the expert commission may be recommended by the competition commission without being invited to the interview stage.

The third stage – Based on the first and second stages and the interview with the candidates, the competition commission will prepare a recommendation for the management.

The fourth stage – Final decision-making.

9.2. The University:

1. Makes the decision to hold the competition;
2. Determines the date and place of the competition;
3. Accepts, registers, and stores the documents submitted for participation in the competition;

4. Organizes the meetings of the expert commission and the competition commission;
5. Makes the final decision.

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9.3. Individuals who submit the required documents in full before the deadline specified in the announcement will be considered participants in the competition.

9.4. The competition for faculty members and research staff positions is based on a questionnaire and the expert commission's recommendation and/or testing and/or interviews and/or creative presentations and/or defending original developments and/or practical assignments. The candidates' work results are analyzed and generalized, with their knowledge being checked against the qualification requirements for each position as outlined in the standard qualifications.

9.5. The purpose of the interview is to assess the professional and personal qualities of the candidates based on the specific features of the higher education institution that announced the vacancy, considering the standard qualifications for the position. The results of the interview are recorded on an evaluation sheet according to Appendix 2 of this Regulation.

9.6. The competition commission will determine the method for open voting in the selection process for faculty and research staff appointments.

9.7. In the case of open voting, the decision of the competition commission is made based on the majority vote of the commission members, following the results of the evaluation sheets. In case of a tie, the vote of the commission chairperson will be decisive. The competition commission meeting is considered valid if at least two-thirds of the total number of commission members are present.

The recommendation made by the competition commission is documented in the minutes, which must be signed by all members and the secretary of the commission.

If any commission members have a differing opinion, they must provide a written statement, which will be attached to the commission minutes.

9.8. A candidate will receive a positive recommendation from the competition commission's leadership if the majority of the commission members vote in favor of them.

The candidates participating in the competition will not be informed about the leadership's recommendation prior to the final decision.

9.9. The recommendation of the competition commission is prepared in writing and submitted for the attention of the University Rector and the Rector's representative.

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The final decision for hiring will be made, and a labor contract will be concluded in accordance with the labor laws of the Republic of Kazakhstan for candidates who are positively selected. After the decision on hiring or not hiring is made, the secretary of the competition commission will notify all candidates of the decision.

10. COMPLAINT PROCEDURE

10.1. Participants and candidates may review the final decisions related to them.

10.2. A candidate may file a complaint against the final decision within 7 (seven) calendar days, in accordance with the procedures established by the laws of the Republic of Kazakhstan.

11. PROCEDURE FOR MAKING CHANGES

11.1. The management and amendments to the university's regulations will be carried out in accordance with the guidelines QP KHTU-7.5.3-2020.

11.2. Changes made to the Quality Management System (QMS) documents must be registered in the "Change Registration Sheet."

12. APPROVAL, STORAGE, AND DISTRIBUTION

12.1. These university regulations will be discussed at the Academic Committee meeting and approved by the Senate, and the decision will be formalized in the minutes.

12.2. The responsibility for maintaining, distributing, and sending the working versions of the university's regulations lies with the Human Resources Department. The working versions of these regulations will be published on the university's website.

12.3. The control copy of these regulations will be submitted to the SRCO (University's Control Office) for storage.

These university regulations were considered and discussed at the Academic Committee meeting.

Minutes No., “”_____ 2023.

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APPROVED

Vice-Rector for Academic Affairs: E. Idrisova

Vice-Rector for Science and Strategic Development: A. Oshibaeva

Vice-Rector for Finance and International Relations: M. Nursoy

Secretary General: G. Baisenkul

Director of the Academic Department: A. Bostanova

Director of the Science Department: Kh. Masadikov

Head of the Strategic Development, Ranking, and Quality Center: S. Kiryakbaeva

Head of the Human Resources Management Department: Zh. Syzdykova

Head of the Legal Department: G. Musakhanov

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Attachment 1
Competition Announcement Form
(Model)

In the 2023-2024 academic year, **Khoja Akhmet Yasawi International Kazakh-Turkish University**, located at 29B Sattarhanov Street, Turkistan, Kazakhstan, announces a competition for vacant positions in the departments of the following faculties:

Important Notes for Candidates:

1. **Participation in the competition does not guarantee employment** at the University.
2. Members of the competition/expert commission **will not inform the candidate** about their opinion or the recommendations provided to the leadership.
 - The final decision made by the Rector and the Rector's representative will be communicated to candidates in writing (via email, messenger, or other communication methods).
3. The decision to hire a candidate will be formalized by an order from the University's **Rector and Rector's Representative**, considering the recommendations of the competition commission.
4. By participating in the competition, the candidate confirms that they have **read and agreed** to the above-mentioned terms.

Additional Information:

1. For clarification of details, please contact the **Secretary of the Commission**:
 - **Phone number:** [TO BE ADDED]
 - **Email:** [TO BE ADDED]
 - **Full Name and Contact Details:** [TO BE ADDED]
2. **Document Submission Deadline:** [TO BE ADDED]
3. The **main requirements** for candidates, according to the qualification specifications, will be:

Faculty of Medicine:

№	Department	Requested	Job Titles (Quantity)
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	Name	Personnel Training Field Profile	Doctor of Medical Sciences, Associate Professor, Professor	Master of Medical Sciences/PhD, Associate Professor/Senior Lecturer	Senior Lecturer	Master's Degree, Lecturer
1						
2						
General						

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Attachment 2
Competition Commission

(Approved by the Rector's Order No. ____ dated "" ____ 20)

Meeting Minutes No. ____ dated "" ____ 20

Position: _____

Department/Institute: _____

Candidate's Full Name: _____

1.EVALUATION OF DATA – Based on the documents submitted by the candidate.

Qualification Requirements	Professional Experience	Note
Education	Compliant / Not compliant	
Degree/Title	Compliant / Not compliant	
Professional Experience	Compliant / Not compliant	

2. RECOMMENDATION OF THE EXPERT COMMISSION

No separate evaluation will be given by the Commission members for the recommendation of the Expert Commission. The recommendation of the Expert Commission (whether it is suitable or not) will be considered when the Competition Commission makes its recommendation to the management.

AND / OR

3. EVALUATION OF THE INTERVIEW

Questions	5	4	3	2	1	Note

4.RECOMMENDATION OF THE COMPETITION COMMISSION TO THE MANAGEMENT

