	«Kazakh University of Technology and Business named after K.Kulazhanov» JSC
	QUALITY MANAGEMENT SYSTEM
	Regulations on the procedure of actions

APPROVED
Rector of «KazUTB named after K.Kulazhanov» JSC
_____ L.K. Baibolova
«12» 10 2026.

REGULATIONS ON THE PEDAGOGICAL EDUCATION PROGRAM FOR PROFILE MASTER'S GRADUATES KazUTB-DEP-RPA-8.5-2026-45

AGREED
Vice-Rector for AA
«KazUTB named after K.Kulazhanov» JSC
_____ E.B. Askarbekov
"12" 10 2026.

Astana, 2026

FOREWORD

These Regulations have been developed by the Department of Educational Programmes and the Department of Postgraduate Education of «KazUTB named after K. Kulazhanov» JSC.

These Regulations shall be approved by the Rector by affixing their personal signature to the title page.

These Regulations shall be binding on all structural units of «KazUTB named after K. Kulazhanov» JSC with respect to their activities related to the Quality Management System (QMS).

These Regulations shall be reviewed periodically by the Head of the Postgraduate Education Department at intervals not exceeding three years.

Amendments to these Regulations shall be developed based on the results of their application in the activities of «KazUTB named after K. Kulazhanov» JSC.

The Head of the Postgraduate Education Department shall be responsible for organizing and coordinating activities related to the implementation of specific stages of the document management process.

Regulations on the pedagogical education program for profile master's graduates KazUTB-DEP-RPA-8.5/8.6-2025-46, dated 18 June 2025, shall be deemed null and void.

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1. TERMS AND DEFINITIONS

Term	Definition
University Component (hereinafter — UC)	A list of academic disciplines and corresponding minimum academic credits determined independently by the University for the completion of the educational program.
Elective Component (hereinafter — EC)	A list of academic disciplines and corresponding minimum academic credits offered by the University and independently selected by students in any academic period, taking into account their prerequisites and post-requisites.
Educational Program	A unified complex of core educational characteristics, including goals, learning outcomes, and content, organization of the educational process, methods of implementation, and criteria for assessing learning outcomes.
Attendee/Listener	A person enrolled in an educational organization under supplementary education programs or within a preparatory department.

2. ABBREVIATIONS AND DESIGNATIONS USED

Abbreviation	Full Title
UC	University Component
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
SCS	State Compulsory Standard of Higher and Postgraduate Education
DPE	Department of Postgraduate Education
DSD	Department of Strategic Development
EP	Educational Program
QMS	Quality Management System
University	"K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company

3. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

3.1 These Regulations establish the procedure for study under the pedagogical educational programme for persons who have completed a specialised Master's programme at «KazUTB named after K. Kulazhanov» JSC (hereinafter referred to as the University).

3.2 These Regulations shall be binding on officials of the University's structural units involved in the organisation and delivery of the pedagogical educational programme.

4. PROCEDURE FOR TRAINING UNDER THE EDUCATIONAL PROGRAM OF PEDAGOGICAL PROFILE FOR PERSONS WHO HAVE GRADUATED FROM A PROFILE MASTER'S DEGREE PROGRAM

4.1 A Master's degree holder who has completed a specialized Master's programme may engage in teaching activities after additionally completing an educational programme (hereinafter referred to as the EP) of a pedagogical Master's programme.

4.2 The educational programme shall be completed in accordance with the approved academic calendar and working curriculum.

4.3 The programme shall be delivered in full-time mode.

4.4 Applicants for admission to the educational programme of a pedagogical Master's programme shall submit the following documents:

4.4.1 an application in the form set out in Appendix A to these Regulations;

4.4.2 an identity document;

4.4.3 a postgraduate education certificate, together with its transcript, confirming completion of a specialized Master's programme;

4.4.4. 3 × 4 cm photographs in the quantity prescribed by the University Admission Rules;

other documents stipulated by the University Admission Rules.

4.5 Admission to the programme shall be formalized by an order of the Rector of the University or the person acting in their capacity, based on the submitted documents and a duly concluded educational services agreement.

4.6 The content and structure of the educational programme of a pedagogical Master's programme for persons who have completed a specialised Master's programme shall be determined in accordance with Appendix 5 to the State Compulsory Standard for Postgraduate Education.

4.7 The educational programme shall comprise at least 30 academic credits, including:

the cycle of basic disciplines — 20 academic credits;

the cycle of major disciplines — 10 academic credits.

The university component of the cycle of basic disciplines shall provide for the development of competencies in the history and philosophy of science, psychology and pedagogy, teaching methodology and methods, and educational technologies, as well as the completion of teaching practice.

The list, content and workload of disciplines within the university component and the elective component shall be determined independently by the University in the educational programme and working curriculum in accordance with the requirements of the State Compulsory Educational Standard.

4.8 Teaching practice shall be conducted during the period of theoretical study, without interruption of the educational process, for the purpose of developing practical teaching skills and methodologies.

The duration of the practice shall be determined in weeks based on the standard workload of a student undertaking practice, which shall amount to 30 hours per week (six hours per day over a five-day working week).

Teaching practice shall be organized by the University's graduating departments corresponding to the Master's student's field of study. Upon completion of the practice, a report shall be submitted to the relevant department. The results of the report defense shall be assessed using the point-rating letter grading system.

4.9 The educational programme shall be deemed completed upon the successful completion of all disciplines prescribed by the curriculum, completion of teaching practice and receipt of passing grades for the relevant forms of assessment. The forms of assessment of academic achievements shall be determined by the educational programme, the working curriculum and the University's Academic Policy.

4.10 A Master's degree holder who has successfully completed the educational programme of a pedagogical Master's programme shall be issued a certificate confirming completion of the educational programme of a pedagogical Master's programme as a supplement to the principal Master's degree diploma. The form of the certificate shall be determined independently by the University.

5. FUNCTIONS OF THE UNITS RESPONSIBLE FOR TRAINING UNDER THE EDUCATIONAL PROGRAM OF PEDAGOGICAL PROFILE

5.1 The University Admissions Committee shall register the documents submitted by learners as specified in Clause 4.4 of these Regulations, compile their personal files, prepare paid educational services agreements with the learners and draft the relevant orders.

5.2 The Postgraduate Education Department shall organize and plan the educational process under the pedagogical Master's programme, develop the working curriculum and academic calendar, calculate the teaching workload, and monitor the delivery of the educational programme.

5.3 The structural unit responsible for financial and economic activities shall calculate tuition fees in accordance with the procedure established by the University's internal documents.

5.4 Academic Committees shall participate in the development and updating of the educational programme. Departments shall submit proposals regarding the content and list of

disciplines, ensure the development of syllabi, appoint instructors and teaching practice supervisors, organise classes and teaching practice, and assess learning outcomes.

6. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

6.1 Risks associated with:	6.2 Risk mitigation actions:
- a formalistic approach to pedagogical internship (low quality of reports, lack of teaching/methodological skills);	- support of the internship by departmental mentors, monitoring and interim reports, and methodological assistance;
- delays in processing final assessments and the issuance of certificates;	- timely formation of examination commissions, adherence to assessment deadlines, and monitoring of document processing.

7. RESPONSIBILITY AND AUTHORITY

7.1 These Regulations shall be approved by the Rector and shall enter into force on the date of their approval.

7.2 The responsibilities and authority of the structural units and officials with respect to the implementation and effective operation of these Regulations shall be allocated as follows:

Structural Unit	Responsibilities
Rector	– approves these Regulations and amendments thereto; – makes decisions on matters related to the delivery of the pedagogical Master's programme; – issues orders on admission to and completion of the programme; – ensures the organisational conditions necessary for the implementation of these Regulations.
Vice-Rector for AA	– coordinates the implementation of these Regulations; – monitors compliance with the legislation of the Republic of Kazakhstan, the State Compulsory Educational Standard, the Academic Policy and the University's internal documents.
Department of Educational Programmes	– provides overall management and coordination of activities related to the development, approval, updating and delivery of the educational programme; – monitors the compliance of its content with the requirements of the State Compulsory Educational Standard and the University's internal documents.
Department of Postgraduate Education	– organises and coordinates the implementation of these Regulations; – participates in the development of the working curriculum and academic calendar; – plans the educational process; – prepares proposals for updating these Regulations.
Admissions Committee	– receives and registers applicants' documents; – verifies the completeness of the submitted documents; – compiles applicants' personal files; – prepares supporting materials and draft admission orders.
Faculty Deans	– coordinate the activities of departments relating to the delivery of the educational programme and teaching practice; – monitor the organisation of classes and the timely submission of the required academic documentation by the departments.
Graduating Departments	– ensure the delivery of disciplines and teaching practice; – submit proposals concerning the list of disciplines and the allocation of teaching workload; – appoint instructors and teaching practice supervisors; – oversee the development of syllabi, delivery of classes, assessment of

	learning outcomes and submission of reporting documentation.
Teaching Practice Supervisors	– organise and supervise teaching practice; – provide consultations and monitor the fulfilment of the teaching practice programme; – review reporting documentation and assess teaching practice outcomes.
Registrar's Office	– registers learners for disciplines, maintains records of academic achievements, and prepares grade sheets and transcripts; – ensures that learning outcomes are entered and securely maintained in the University's information system.
Quality Management System Department	– monitors compliance with the requirements of the internal quality assurance system; – participates in evaluating the effectiveness of these Regulations and preparing recommendations for their improvement.

7.3 Amendments and additions to these Regulations shall be made as necessary, taking into account newly adopted requirements of the legislation of the Republic of Kazakhstan in the field of education.

ANNEXES

F.DEP-8.5-2026-45-01 (mandatory)

APPLICATION FORM FOR ADMISSION TO THE PEDAGOGICAL MASTER'S PROGRAMME

To the Rector of "K. Kulazhanov KazUTB" JSC
L. Baibolova

from_____

_____
(Full Name)

_____
Home Address

_____
Contact Phone Number

_____
e-mail

Application

I request to be enrolled as a student on a paid basis in the pedagogical profile Master's educational program for persons who have graduated from a profile Master's degree program.

Profile Master's EP (Code/ name of the educational program, year of graduation) _____

Language of instruction _____

«___» _____ 20__. _____
(applicant's signature)

F.DEP-8.5-2026-45-02 (mandatory)

FORM OF CERTIFICATE SUPPLEMENTING THE MASTER'S DEGREE DIPLOMA

CERTIFICATE

to Master's Diploma №_____

This certificate is issued to_____

_____,

who has graduated from the profile Master's degree program in the specialty and (or) educational program_____

_____

(code and name of the specialty and (or) educational program)

to certify that he/she has completed the pedagogical profile cycle of disciplines during the period from _____ 20_____ to _____ 20_____ at

_____

(full name of the higher educational institution)

in the specialty and (or) educational program_____

with the following academic performance:

№	List of Disciplines	Number of Credits	Letter Grade	Grade in Points

and has completed the internship:

№	Type of Internship	Number of Credits	Letter Grade	Grade in Points

This certificate confirms the successful completion of the pedagogical Master's programme and constitutes a basis for engaging in teaching activities in accordance with the legislation of the Republic of Kazakhstan.

Head

L.S.

«_____» _____ _____ .

F.DSD-7.5-2026-01-02 (mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for SA&SD	Berdigaliuly S.	12.10.2026	
Director of the DSD	Orazalina D.K.	12.10.2026	
Head of the QMSD	Ernst A.	12.10.2026	
Head of the DEP	Bayadilova B.M.	12.10.2026	
Head of the DPE	Zhunusbekova G.Zh.	12.10.2026	

F.DSD-7.5-2026-01-03 (mandatory)

FAMILIARIZATION SHEET

Position	Full name	Date	Signature
Head of DPE	Zhunusbekova G.Zh.	12.10.2026	
Lead Spec. of DPE	Urekeshova A.B	12.10.2026	
Specialist of DPE	Tabyldy A.A.	12.10.2026	
Dean of the fac. of Technology	Sapiani Zh.Ye.	12.10.2026	
Dean of the fac. of EB	Makysh M.K.	12.10.2026	
Dean of the fac. of ELT	Serimbetov B.A.	12.10.2026	
Head of the dep. of TS	Mashanova N.S.	12.10.2026	
Head of the dep. of LITD	Kozhabergenova K.D.	12.10.2026	
Head of the dep. of CERCM	Nurtai Zh.T.	12.10.2026	
Head of the dep. of Tourism and S.	Zhunusova A.A.	12.10.2026	
Head of the dep. of manag.	Abdildinova N.E.	12.10.2026	
Head of the dep. of EP	Bekbussinova Z.K.	12.10.2026	
Head of the dep. of SSL	Kanafieva K.K.	12.10.2026	
Head of the dep. of LT	Abdukarimova A.A.	12.10.2026	
Head of the dep. of CEA	Akishev K.M.	12.10.2026	
Head of the dep. of SHD	Magauyanov D.A.	12.10.2026	

F.DSD-7.5-2026-01-04 (mandatory)

CHANGE REGISTRATION SHEET

Change Number	Change Notice Number	Number of sheets (pages)				Total sheets (after changes)	Date of entry	Full name of the person making the changes	Signature of the person who made the changes
		modified	Replaced	New	cancelled				

F.DSD-7.5-2026-01-05 (mandatory)

PERIODIC INSPECTION RECORD SHEET

Verification Date	full name of the person, who performed the check	Signature who performed the Verification	Formulation Comments