



«K.Kulazhanov Kazakh University of Technology and Business» JSC

QUALITY MANAGEMENT SYSTEM

REGULATION ON THE PROCEDURE OF ACTION

Regulations on the Alumni Association

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KazUTB-CC-RPA-7.2-2025-03

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APPROVING

Rector

L.K. Baibolova

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REGULATION ON THE PROCEDURE OF ACTION
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AGREED

Vice-Rector for Academic Affairs

E.B. Askarbekov

« 18 » 06 2025

Astana, 2025

THE PREFACE

These Regulations were developed by the head of the Career Center of «K. Kulazhanov KazUTB» JSC.

These Regulations are approved by the Rector with a personal signature on the title page and are effective from the date of signing.

These Regulations are mandatory for the Career Center of «K.Kulazhanov KazUTB» JSC.

Periodic review of these Regulations is carried out by the head of the Career Center with an interval not exceeding three years, in accordance with KazUTB-CC-RPA-7.2-2025-03.

Changes to these Regulations are made based on the results of their application or when requirements change.

Introduced for the first time.

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1 NAME OF THE DOCUMENT

1.1 The documented procedure "Regulations on the Alumni Association" KazUTB-CC-RPA-7.2-2025-03.

1. DEVELOPER

2.1 The developer of the Regulations is the Career Center.

3. THE PURPOSE OF THE DOCUMENT DEVELOPMENT

3.1 The Regulations on the Alumni Association (hereinafter referred to as the Regulations) have been developed in order to:

1) strengthening the relationship with graduates and providing close fruitful cooperation with them;

2) expansion and improvement of scientific and educational activities of the University with the participation of graduates;

3) combining the intellectual and creative capabilities of the Association's members to provide comprehensive social and economic support to the University and strengthen its material and technical base.

3.2 The Regulation is intended to guide the activities of officials of structural divisions and employees of the Center, and is an internal regulatory document (hereinafter referred to as internal regulatory documents) of «K. Kulazhanov Kazakh University of Technology and Business» JSC (hereinafter referred to as the University).

4. REGULATORY REFERENCES

The Regulation uses the main regulatory legal acts of the Republic of Kazakhstan:

4.1 The Law of the Republic of Kazakhstan "On Education" № 319-III dated 27.07.2007. (with amendments and additions dated 11.01.2025);

4.2 The Law of the Republic of Kazakhstan "On Amendments and Additions to certain Legislative Acts of the Republic of Kazakhstan on the expansion of academic and managerial independence of higher education institutions" № 171-VI dated 07.04.2018;

4.3 Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education, Order of the Ministry of Education and Science of the Republic of Kazakhstan № 595 dated 30.10.2018 (with amendments and additions dated 24.06.2024);

4.4 CT RK ISO 9001:2016 «The quality management system. Requirements», Order № 285-OD dated 14.11.2016.

5. TERMS AND DEFINITIONS

The Regulation uses basic terms and definitions:

Term	Definition
Alumni Association	A voluntary association of graduates of an educational institution, created to maintain ties between graduates, strengthen corporate spirit, promote the development of an educational institution and address common interests.
Competencies	The ability to practice the knowledge, skills and abilities acquired in the learning process in professional activities.
Regulatory documents of external origin	GOST, ST RK, technical specifications and other documents (technical, legal, governing, official regulations, etc.) developed by departmental and other external organizations.

Regulatory documents of domestic origin	Organizational and administrative documents (orders, orders, etc.) or instructions, regulations, standards, etc. that establish the procedure and scope of actions during the implementation of a process, developed and operating internally.
Quality Management System	A part of the quality management system.
Responsibility	A certain relationship between the behavior and intentions of the subject and their assessments by society.

6. ABBREVIATIONS USED

The following designations and abbreviations are used in the Regulation:

Reduction	Full name
DP	Documented procedure
EP	Educational program
CC	Career Center
MQAA	Management of Quality Assurance and Accreditation
DEQM	Department of Education Quality Management
QMS	Quality Management System
University	«K.Kulazhanov Kazakh University of Technology and Business» JSC
HRD	HR Department
AS	Academic staff
RK	Republic of Kazakhstan
WG	The Working Group

7. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

- 7.1 The Career Center organizes the activities of the Alumni Association.
 7.2 The Regulation regulates the activities of the Alumni Association.
 7.3 The Regulations are used in planning and organizing the activities of the Alumni Association.
 7.4 The Alumni Association reports to the Rector and the supervising Vice Rector.

8. FUNCTIONS AND RIGHTS OF THE ALUMNI ASSOCIATION

Functions:

- 8.1 Strengthening the interrelationship, mutual assistance and cooperation of all University graduates.
 8.2 Organization of business meetings, thematic round tables, seminars, distribution of news and information about the University's activities, creation of online communication platforms.
 8.3 Formation of a sense of belonging to the University, preservation and development of traditions, holding joint events.
 8.4 Attracting graduates to participate in the development of educational programs, supporting scientific research, as well as providing assistance in the employment of graduates.
 Career development assistance, providing information on training and professional development opportunities, and support in solving social and professional issues.
 8.6 Using the experience and opportunities of graduates to implement educational, scientific

and social projects of the University.

8.7 Conducting charity events with graduates on the occasion of the University's anniversary.

8.8 Bringing together the intellectual and creative forces of the Association's members to provide comprehensive social and economic support to the University and strengthen the material and technical base of the University.

8.9. Awarding graduates with honorary badges and University titles.

8.10 Popularization of the Alumni Association's activities among the public, students, and parents.

Rights:

1) to request and receive from the relevant structural departments of the University the documents and information necessary for the performance of assigned tasks;

2) get acquainted with the University Rector's draft decisions regarding the activities of the Alumni Association;

3) create working groups within their competence to prepare proposals and reports;

4) to keep confidential the information of the University, which has official and commercial secrets.

9. RISKS ASSOCIATED WITH THE PROCESS AND RISK PREVENTION ACTIONS

Risks	Risk prevention actions
Innovations in the legislation of the Republic of Kazakhstan in the field of education.	Systematically monitor the current regulatory legal acts in the field of education.
Changes in the academic policy of the University.	Analyze internal regulatory documents and update them taking into account regulatory legal acts.
Dissatisfaction with the needs of graduates, participants in the educational process (students, teaching staff, employees).	Conducting informative and explanatory work among stakeholders.
Opaque procedures and lack of control can lead to abuse.	Control and accountability.

10. RESPONSIBILITY AND AUTHORITY

Division	Responsibility and authority
Head of the Center	Development of the Regulation. Collection and analysis of information on graduates of previous years of the University. Formation of the Alumni Association. Compliance with the requirements of the QMS when developing Regulations. Compliance with the requirements of the Regulation. Making changes and additions to the Regulation.
Dean's offices	Assistance in providing the necessary information on graduates of previous years.
Departments	Presentation of information about employed graduates of previous years.
Department of Anti-Corruption and Legal Support	Development and implementation of anti-corruption policy.

