



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

QUALITY MANAGEMENT SYSTEM

REGULATION ON THE PROCEDURE OF ACTION

Regulations on the employment of graduates

MC ISO 9000:2015
MC ISO 9001:2016
MC ISO 37001:2016
MC ISO 27001:2022

KazUTB-CC-RPA-7.2-2025-01

Date of introduction: «18» 06 2025



APPROVING

Rector

L.K. Baibolova

«18. 06» 2025

REGULATION ON THE PROCEDURE OF ACTION
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KazUTB-CC-RPA -7.2-2025-01

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-7.2-2025-02.

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 employment of graduates" KazUTB-CC-RPA-7.2-2025-01.

2 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 employment of graduates (hereinafter referred to as the Regulations) have been developed in order to assist in the employment of graduates according to their qualification profile.

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 Qualification requirements for the educational activities of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them, Order of the Ministry of Internal Affairs of the Republic of Kazakhstan № 4 dated 05.01.2024;

4.4 State Mandatory Standard of Higher and Postgraduate Education, Order of the Ministry of Internal Affairs of the Republic of Kazakhstan № 2 dated 20.07.2022 (with amendments and additions dated 04.03.2025);

4.5 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);

4.6 Rules for the organization of the educational process on credit technology of education, Order of the Ministry of Education and Science of the Republic of Kazakhstan № 152 dated 20.04.2011;

4.7 Rules for the referral of a specialist to work, reimbursement of expenses incurred at the expense of budgetary funds, granting the right to self-employment, exemption from the obligation or termination of the obligation to work for citizens of the Republic of Kazakhstan who studied on the basis of a state educational order, Order of the Ministry of Internal Affairs of the Republic of Kazakhstan dated 11.08.2023 № 403;

4.8 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
Order	A legal act issued within its competence.

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 provides assistance in the employment of graduates who have studied under educational grants and on a fee-based basis..

7.2 The Regulation regulates the process of facilitating the employment of graduates according to their qualifications.

7.3 The Regulations are used in the planning and organization of the University graduates' employment process.

8. THE MECHANISM OF THE PROCESS

8.1 The collection of information on the employment of graduates is carried out from the beginning of the academic year: until September 30, November 30, February 30, April 30 each year.

8.2 The form of information collection: telephone survey, mobile communication, e-mail

distribution and supporting documents (references).

8.3 Graduate departments form a database of employed graduates and create electronic journals for monitoring purposes.

8.4 The information received from the graduate departments on the employment of graduates is sent to the Career Center for analysis and preparation of the necessary reporting materials for the University management.

8.5 The registration of graduates' employment data in AIS Platonus in form № 10 is carried out until October 1, December 1, and March 1 each year.

8.6 Information about graduates' employment is stored in the database of graduate departments and the Career Center in order to track the career growth of each graduate.

8.7 Analytical materials on the employment of graduates, if necessary, are heard at meetings of collegiate bodies of the University.

9. COMMUNICATION WITH GRADUATES, CONTROL

9.1 The Career Center, together with the graduate departments, keeps in touch with graduates and has information about their work after completing their studies at the University.

9.2 The CC and graduate departments constantly monitor the employment of graduates and provide assistance to graduates through negotiations with employers.

9.3 The CC and graduate departments use various channels of communication with graduates and employers to receive feedback.

10. 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 participants in the educational process (students, teachers, staff).	Conducting informative and explanatory work among stakeholders.
Opaque procedures and lack of control can lead to abuse.	Control and accountability.

11. RESPONSIBILITY AND AUTHORITY

Division	Responsibility and authority
Head of the Center	Development of the Regulation; compliance with the requirements of the Regulation; making changes and additions to the Regulation; compliance with the requirements of the QMS when developing Regulations.
Registrar's Office	Submission of the requested information on graduate students and submission of access to AIS Platonus.
Dean's offices	Providing additional necessary information on graduates.
Departments	Presentation of information about employed graduates.
Department of Anti-Corruption and Legal Support	Development and implementation of anti-corruption policy.

