APPROVED
Rector of JSC «KazUTB named after K.Kulazhanov»
L.K.Baibolova
«14» 10 2026.

REGULATIONS ON THE BOARD OF TRUSTEES KazUTB-CC-RPA --8.2/9.1.2-2026-04

AGREED
Vice-Rector for Academic Affairs
JSC «KazUTB named after K. Kulazhanov»
E.B. Askarbekov
«13» 10 2026

Астана, 2026

FOREWORD

These Regulations have been developed by the Career Center.

These Regulations are mandatory for all structural subdivisions involved in the provision of educational activities.

These Regulations from of the documentation of SC «KazUTB named after K. Kulazhanov».

These Regulations shall be reviewed periodically by the Head of the Career Center at least once every three years.

These Regulations shall be approved by the Rector of JSC «KazUTB named after K. Kulazhanov» and shall enter into force on the date of their approval.

Amendments and additions to these Regulations shall be made based on the results of their implementation or in the event of changes to the legislation of the Republic of Kazakhstan in the field of education.

The Regulations on Graduate Employment, version KazUTB-CC-PPD-7.2-2026-04, approved by the decision of the Academic Council dated June 18, 2025, shall be declared null and void.

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1. ABBREVIATIONS AND DESIGNATIONS USED

Abbreviation	Designation
DP	Documented Procedure
EP	Educational Program
CC	Career Center
MSQD	Management Systems and Quality Department
QMS	Quality Management System
JSC «KazUTB named after K.Kulazhanov»	Joint Stock Company "Kazakh University of Technology and Business named after K. Kulazhanov"
HRMD	Human Resources Management Department
ATS	Academic Teaching Staff
RK	Republic of Kazakhstan
WG	The Working Group

2. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

2.1 The Career Center shall organize and coordinate the activities of the Board of Trustees.

2.2 These Regulations govern the activities of the Board of Trustees.

2.3 These Regulations shall serve as the governing document for planning and organizing the activities of the Board of Trustees.

2.4 The Board of Trustees shall be accountable to the Rector.

Objectives

2.5 To strengthen mutual relations, mutual assistance, and cooperation with Kazakh University of Technology and Business named after K. Kulazhanov JSC.

2.6 To identify promising areas of specialist training, taking into account labor market developments and the priority development areas of «Kazakh University of Technology and Business named after K. Kulazhanov» JSC.

2.7 To provide support for improving the material and technical resources of «Kazakh University of Technology and Business named after K. Kulazhanov» JSC.

2.8 To exercise public oversight over the observance of the rights of participants in the educational process.

Functions

2.9 To participate in defining the mission and development strategy of «Kazakh University of Technology and Business named after K. Kulazhanov» JSC and to evaluate the University's performance based on the results of the academic year.

2.10 To participate in improving educational programs in order to adapt the educational process to the needs of employers.

2.11 To facilitate the implementation of research projects.

2.12 To attract leading domestic and international specialists and scholars to engage in teaching activities at «Kazakh University of Technology and Business named after K. Kulazhanov» JSC.

2.13 To facilitate the expansion of international cooperation.

2.14 To assist graduates in securing employment, support the professional development of academic and teaching staff, and provide assistance in addressing social and professional issues.

2.15 To facilitate students' participation in professional internships at leading enterprises in the region.

2.16 To promote the spiritual and patriotic education of students and the development of their business and professional qualities.

2.17 To review reports submitted by the Rector.

2.18 To organize business meetings, thematic roundtable discussions, and seminars involving participants in the educational process.

Procedures for Organizing the Activities of the Board of Trustees

2.19 Members of the Board of Trustees shall perform their duties on a voluntary and unpaid basis without interruption of their primary professional activities.

2.20 The Board of Trustees shall operate on the principles of equality of its members and transparency.

2.21 Meetings of the Board of Trustees shall be held once per academic year. Extraordinary meetings may be convened as necessary.

2.22 A meeting of the Board of Trustees shall be deemed valid and duly constituted if all members have been notified of the date, time, and venue of the meeting and at least two-thirds of the total membership are present.

2.23 Decisions of the Board of Trustees shall be adopted by a majority vote of the members present through open voting. In the event of a tie, the decision supported by the Chairperson of the Board of Trustees shall prevail.

2.24 Decisions of the Board of Trustees shall be documented in the minutes of the meeting, which shall be signed by the Chairperson of the Board of Trustees.

2.25 The activities of the Board of Trustees shall be terminated in the event of the liquidation or reorganization of «Kazakh University of Technology and Business named after K. Kulazhanov» JSC, or at the initiative of the members of the Board of Trustees.

3. RESPONSIBILITIES AND AUTHORITIES

Department	Authorities
Rector	- approves the Rules within the scope of the authority vested in the Rector; - makes management decisions concerning the operation of the structural unit.
Vice-Rector for Academic Affairs	- Ensures the coordination of the activities of the structural unit; - Reviews and resolves disagreements arising during the document approval process.
Head of the CC	- develops the Rules in accordance with the requirements of the QMS; - ensures compliance with the requirements of the Rules; - makes amendments and additions to the Rules as necessary; - organizes the familiarization of employees with documented information within the scope of their responsibilities.
Dean's Offices	Submits proposals for updating the composition of the Board of Trustees.
Departments	Recommends the inclusion of representatives of major companies in the Board of Trustees.

4. PROCESS-RELATED RISKS AND RISK PREVENTION MEASURES

Process-Related Risks:	Risk Prevention Measures:
- Amendments to the legislation of the Republic of Kazakhstan in the field of education; - Changes to the Academic Policy of JSC « KazUTB named after K. Kulazhanov»; - Failure to meet the needs of participants in the educational process (students, academic teaching staff, and employees); - Lack of transparency in procedures and insufficient oversight may lead to abuses.	- Systematically monitor the applicable regulatory legal acts in the field of education; - Analyze and update the University's internal regulatory documents in accordance with applicable regulatory legal acts; - Conduct informational and awareness-raising activities among stakeholders; - Ensure oversight and accountability.

5. CONFIDENTIALITY

8.1 These Regulations constitute an internal regulatory document of JSC "KazUTB named after K. Kulazhanov" and shall not be disclosed to third parties, except to experts of certification bodies during certification audits and to customers and partners with the prior authorization of the Rector of JSC "KazUTB named after K. Kulazhanov".

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

APPROVAL SHEET

Position	Full Name	Date	Signature
Vice-Rector for SA&SD	Berdigaliuly S.	13.10.2026	
Director of the DSD	Orazalina D.K.	13.10.2026	
Head of the QMSD	Ernst A.	12.10.2026	
Head of the CC	Abdykarimova S.Z.	12.10.2026	

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

FAMILIARIZATION SHEET

Position	Full Name	Date	Signature
Career Center Specialist	Balyshhan D.N	14.10.2026	
Career Center Specialist	Tolubekova N.N	14.10.2026	
Head of the CC	Abdykarimova S.Z	14.10.2026	

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

CHANGE REGISTRATION SHEET

Amendment Number	Amendment Notice Number	Sheet (Page) Numbers				Total Number of Sheets (After Amendments)	Date of Amendment	Full Name of the Person Making the Amendments	Signature of the Person Who Made the Amendments
		Amended	Replaced	New	Cancelled				

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

PERIODIC INSPECTION RECORD SHEET

Date of Review	Full Name of the Person Who Conducted the Review	Signature of the Person Who Conducted the Review	Description of Comments