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

REGULATIONS ON THE ALUMNI ASSOCIATION KazUTB-CC-RPA -8.2/9.1.2-2026-03

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

Astana, 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 JSC «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-7.2-2025-03, 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	Центр карьеры
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	Work group

2. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

2.1 The Career Center organizes the activities of the Alumni Association.

2.2 These Regulations govern the operations of the Alumni Association.

2.3 These Regulations shall serve as the basis for planning and organizing the activities of the Alumni Association.

2.4 The Alumni Association shall report to the Rector and the supervising Vice-Rector.

Functions

2.5 Strengthening ties, mutual support, and cooperation among all graduates of JSC «KazUTB named after K.Kulazhanov».

2.6 Organizing business meetings, thematic roundtable discussions, and seminars; disseminating news and information about the activities of JSC «KazUTB named after K.Kulazhanov».; and establishing online platforms for communication.

2.7 Fostering a sense of belonging to JSC «KazUTB named after K.Kulazhanov», preserving and developing its traditions, and organizing joint events.

2.8 Engaging alumni in the development of educational programs, supporting scientific research, and providing assistance with graduate employment.

2.9 Facilitating career advancement, providing information on educational and professional development opportunities, and offering support in addressing social and professional matters.

2.10 Leveraging the experience and resources of alumni to implement educational, research, and social projects of JSC «KazUTB named after K.Kulazhanov».

2.11 Organizing charitable events in collaboration with alumni to commemorate the anniversary of JSC «KazUTB named after K.Kulazhanov».

2.12 Pooling the intellectual and creative resources of the Association's members to provide comprehensive social and economic support to JSC «KazUTB named after K.Kulazhanov» and strengthen the University's material and technical resources.

2.13. Conferring honorary distinctions and titles of JSC «KazUTB named after K.Kulazhanov» upon alumni.

2.14 Promoting awareness of the Alumni Association's activities among the general public, students, and parents.

Rights

2.15 To request and obtain documents and information necessary for the fulfillment of assigned tasks from the relevant structural units of JSC «KazUTB named after K.Kulazhanov».

2.16 To review draft decisions of the Rector of JSC «KazUTB named after K.Kulazhanov» concerning the activities of the Alumni Association.

2.17 To establish working groups within the scope of its competence for the preparation of proposals and reports.

2.18 To maintain the confidentiality of JSC «KazUTB named after K.Kulazhanov» information constituting official or commercial secrets.

3. RESPONSIBILITIES AND AUTHORITY

Department	Authority
Rector	- Approves these Regulations within the scope of the authority vested in the Rector; - Makes management decisions regarding the operation of the structural unit.
Vice-Rector for Academic Affairs	- Ensures the coordination of the structural unit's activities. - Reviews and resolves disagreements arising during the document approval process.
Head of the CC	- Develops these Regulations in accordance with the requirements of the QMS; - Ensures compliance with the requirements of these Regulations;; - Introduces amendments and additions to these Regulations as necessary; - Organizes the familiarization of employees with documented information within the scope of their responsibilities.
Dean's Offices	Providing additional information on alumni, as necessary, to update the Alumni Association's membership list.
Departments	Providing information on alumni from previous years.

4. PROCESS-RELATED RISKS AND RISK PREVENTION MEASURES

Process-Related Risks:	Risk Prevention Measures:
- Changes in the legislation of the Republic of Kazakhstan in the field of education; - Changes to the Academic Policy of K. Kulazhanov KazUTB JSC; - Failure to meet the needs of participants in the educational process (students, teaching staff, and other employees); - Lack of transparency in procedures and inadequate oversight may lead to abuses.	- Systematically monitoring current regulatory legal acts (RLAs) in the field of education; - Analyzing internal regulatory documents (IRDs) and updating them in accordance with RLAs; - Conducting informational and awareness-raising activities among stakeholders; - Ensuring oversight and accountability.

5. CONFIDENTIALITY

5.1 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	Balyshan D.N	14.10.2026	
Career Center Specialist	Tolenbekova 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