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

REGULATIONS ON GRADUATE EMPLOYMENT
KazUTB-CC-RPA-8.2/9.1.2-2026-01

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-7.2-2025-01, 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	Abbreviation
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	Work group

2. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

2.1 The Career Center facilitates the employment of graduates who have completed their studies under state educational grants or on a tuition-fee-paying basis.

2.2 These Regulations govern the process of facilitating the employment of graduates in accordance with their qualifications.

2.3 These Regulations shall serve as a guiding document for planning and organizing the graduate employment process at JSC «KazUTB named after K. Kulazhanov».

2.4 Information on graduate employment shall be collected from the beginning of the academic year, with reporting deadlines of September 30, November 30, January 30, and April 30 of each academic year.

2.5 Information shall be collected through telephone surveys, mobile phone communications, email correspondence, and supporting documents (certificates).

2.6 The Career Center, in cooperation with the graduating departments, shall establish and maintain a database of employed graduates for continuous monitoring purposes.

2.7 Information on graduate employment received from the graduating departments shall be submitted to the Career Center for analysis and preparation of the necessary reports for the management of JSC «KazUTB named after K. Kulazhanov».

2.8 Graduate employment data shall be systematically entered into the CC's electronic portal based on supporting documents.

2.9 Analytical reports on graduate employment shall, where necessary, be presented and reviewed at meetings of the collegial governing bodies of JSC «KazUTB named after K. Kulazhanov».

2.10 The CC, in cooperation with the graduating departments, shall maintain contact with graduates and keep records of their employment activities following the completion of their studies at JSC «KazUTB named after K. Kulazhanov».

2.11 The CC and graduating departments shall continuously monitor graduate employment and provide assistance to graduates in securing employment through negotiations with employers and the organization of various events, including job fairs, guest meetings, lectures, and other related activities.

2.12 The CC and graduating departments shall utilize various communication channels to obtain feedback from graduates and employers.

2.13 Priority assistance in securing employment shall be provided to graduates who have studied under the state educational order through negotiations with companies, enterprises, and government agencies, as well as through the Enbek.kz employment portal and the state program for

supporting young professionals, «Youth Practice».

2.14 The procedure for assigning graduates who have studied under the state educational order to employment and fulfilling their mandatory work obligations shall be carried out in accordance with the established procedures and the legislation of the Republic of Kazakhstan in the field of education through the unified electronic portal of JSC «Financial Center» of the Ministry of Finance of the Republic of Kazakhstan.

2.15 The CC shall maintain close cooperation with JSC «Financial Center» of the Ministry of Finance of the Republic of Kazakhstan, which acts as the Operator of the authorized body in the field of education on matters concerning graduates who have studied under the state educational order. The necessary materials, including information on the expected number of graduates for the current year, minutes of graduate placement and job assignment proceedings, mandatory employment obligations, and supporting documents, shall be submitted within the established deadlines.

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.
Registrar's Office	- Provides the requested information on final-year students and grants access to the Platonus (AIS).
Dean's Offices	Provides additional necessary information on graduates.
Departments	Provides information on employed graduates.

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 University's Academic Policy; - 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 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	Bakytzhan D.N	14.10.2026	
Career Center Specialist	Tdembekova N.T	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