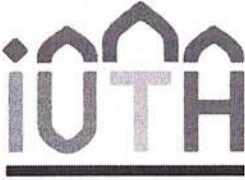
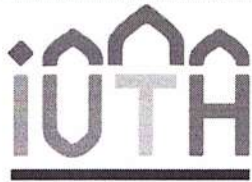


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**«APPROVED»**  
**Chairman of the Board—Rector**  
**A. Sakenov**  
 «01» 09 2023

**P-02-04-03**  
**REGULATIONS ON THE EMPLOYMENT OF GRADUATES**

**Turkestan, 2023**

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## APPROVAL LIST

### **DEVELOPED BY:**

Acting Head of the Competence, Career and Employment Department



A. Niyatova  
«01» 09 2023

Director of the School of Tourism



M. Abdikarimova  
«01» 09 2023

Director of the School of Hospitality



D. Atasheva  
«01» 09 2023

Director of the School of Physical Culture and Sports



B. Omarov  
«01» 09 2023

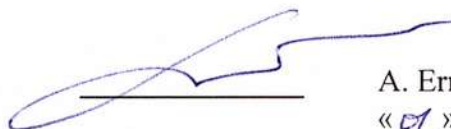
### **AGREED BY:**

Vice-Provost for Academic and Scientific Affairs



K. Adilova  
«01» 09 2023

Head of Quality Assurance Department



A. Ermukhamedova  
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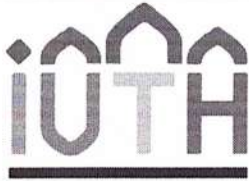


A. Almukhambetova  
«01» 09 2023

Head of the Administrative Department

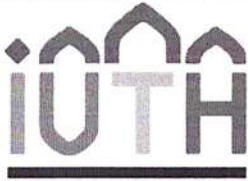


K. Tubekov  
«01» 09 2023

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## 1. APPLICATION SPHERE

1.1 This «Regulation on Employment of Graduates» (hereinafter – the Regulation) The NPJSC «International University of Tourism and Hospitality» (hereinafter referred to as the University) determines the procedure for organizing the employment of the University students.

1.2 This Regulation is a mandatory guide for the structures involved in the educational process of the University.

## 2. RESPONSIBILITY AND AUTHORITY

2.1 This Regulation is discussed and considered by the Academic Council of the University.

2.2 This Regulation is confirmed by the Chairman of the Academic Council of the University.

2.3 The Competence, Career and Employment Department is responsible for implementing the requirements of this Regulation.

2.4 The head of the Competence, Career and Employment Department, as well as the directors of the personnel training schools, are responsible for the high-quality fulfillment of the Regulation requirements.

## 3. LIST OF ABBREVIATIONS

HEI	- Higher education institution
OHPE	- Organization of higher and postgraduate education
NED	- National Educational Database
NPJSC	- Non-profit joint stock Company
University	- International University of Tourism and Hospitality
SMSHE	- State mandatory standard of higher education
EP	- Educational program
CCED	- Competence, Career and Employment Department

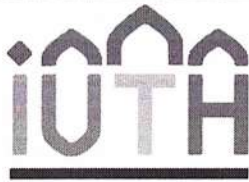
## 4. REGULATORY REFERENCES

4.1 The Regulation was drawn up on the basis of the Law of the Republic of Kazakhstan «On Education» (No. 319-III dated July 27, 2007), Qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 391 dated June 17, 2015), «Rules for sending 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 out by citizens of the Republic of Kazakhstan who studied on the basis of a state educational order» Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023 No. 403, as well as internal regulatory documents of the University.

## 5. LIST OF TERMS AND DEFINITIONS

**Employers** are organizations with which cooperation agreements are established for the employment of graduates on the initiative of the University.

**Job Fair** is a special event held by the Center to assist graduates in finding a job and to carry out ongoing cooperation with employers.

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**Young professionals** are graduates who have studied on the basis of a state educational order and on a paid basis at the university.

**Attorney agent of the authorized body in the field of education** is a legal entity with one hundred percent participation of the state in the authorized capital, determined by the authorized body in the field of education, carrying out the placement of a state order to provide students and ensuring monitoring and control over compliance by graduates with their obligations to work out or reimburse budget expenditures in case of non-work.

**Employment** is the process of finding a job and entering into an employment relationship with an employer.

**A vacancy** is an open position that an employer wants to fill.

**CV** is a document that is a summary of a candidate's qualifications, experience and skills.

**An interview** is the process of an employer assessing a candidate for suitability for the applied position.

## 6. GOALS AND OBJECTIVES

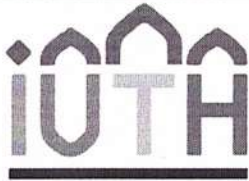
- 6.1 Assistance to the University graduates in effective employment;
- 6.2 Assistance in the establishment and development of the University partnerships with organizations in the field of graduate employment;
- 6.3 Assistance in the establishment and expansion of feedback links between the University and employers in the quality management system of personnel training;
- 6.4 Provision of information and consulting support to graduates in building a successful career.

## 7. THE MAIN DIRECTIONS OF EMPLOYMENT ACTIVITIES

- 7.1. Interaction with enterprises and organizations that influence the labor market: holding job fairs, presentations of professions, creation of long-term cooperation programs.
- 7.2 Creation, maintenance and development of a database of job seekers, employers, partners.
- 7.3 The use of the University's mass media, including electronic ones, to place announcements about the employment of graduates.
- 7.4 Interaction with territorial employment agencies.
- 7.5 Organization and participation in methodological seminars aimed at the exchange, generalization and dissemination of work experience on issues of promoting employment of graduates of educational institutions.
- 7.6 Provision of graduates and employers with information about the supply and demand in the labor market through the creation of an information system, the use of telecommunications, mass media and advertising.
- 7.7 Conducting work with students to increase their competitiveness in the labor market through career guidance, informing about trends in demand for specialists.
- 7.8 Annual update of information about graduates in the Republican database «NED».

## 8. WORK OF THE STATE COMMISSION

8.1 The University annually creates Commissions for the personal placement of young specialists, which begin their work from the date of approval of its composition and are permanent for their personal placement to work.

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8.2 The composition of the State Commission and the schedule of the personal allocation are confirmed by the University Rector.

8.3 In its decisions, the State Commission is guided by the above-mentioned regulatory documents of the Ministry of Internal Affairs of the Republic of Kazakhstan.

8.4 The allocation of young specialists is carried out on the basis of the employer's application for upcoming employment and the retention of a vacant place until the arrival of a young specialist at the place of work.

8.5 In case of absence of vacant jobs at the time of allocation, young specialists are subject to registration as unemployed at the place of residence, with the offset of the time spent on the register as unemployed in the period of working out.

8.6 Graduates who have studied on a paid basis have the right to free allocation or, if desired, can be sent to work in accordance with the requests of enterprises and organizations.

8.7 The State Commission keeps the minutes of the meeting and makes a decision on sending young specialists to work.

8.8 In accordance with the decision of the State Commission, graduates are given job referrals at the end of the academic year.

8.9 Young specialists sent to work arrive at the workplace no later than September 1 of the current year.

## **9. THE PROCEDURE OF REFERRING YOUNG SPECIALISTS TO WORK**

9.1 Graduates, who have enrolled in teaching specialties on the basis of a state educational order, work in educational organizations for at least three years after graduation.

9.2 Graduates, who have entered training in other specialties on the basis of a state educational order, work in organizations regardless of the form of ownership for at least three years after graduation.

9.3 In order to refer young specialists to work, their personal allocation is carried out.

9.4 The allocation and referral of young specialists to work is carried out in the following order:

1) The commissions for the allocation of young specialists annually send applications to local executive bodies in hard copy and (or) in the form of an electronic document indicating the number of graduates (including surnames and initials), their places of permanent residence, received specialty and language of instruction for the provision of vacant jobs for subsequent employment of current year graduates admitted on the basis of the state educational order no later than January 15;

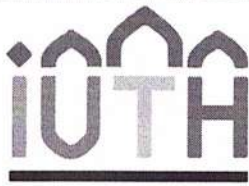
2) in accordance with the submitted applications specified in subparagraph 1 of this paragraph, local executive bodies submit information on the need for personnel in the specialties declared by the allocation commissions on paper and (or) in the form of an electronic document to the allocation commission no later than February 15.

9.5 The personal allocation of young specialists is carried out on the basis of information provided by the authorized bodies according to the requests of local executive bodies of the regions about the need for personnel.

9.6 The followings have the right to priority allocation to work in state educational organizations:

1) persons whose spouses live, work or serve in the locality that provided the vacancy, or a nearby locality;

2) persons whose one or both parents are disabled persons of group I and II, as well as persons who are guardians and trustees of persons permanently residing in the locality that provided the vacancy.

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9.7 Young specialists sent to work in rural areas receive social guarantees in accordance with the legislation of the Republic of Kazakhstan.

9.8 The personal allocation of young specialists takes into account:

- 1) place of permanent residence or preferred settlement for allocation;
- 2) the average score of the graduate 's academic performance;
- 3) petitions of employers;
- 4) the presence of circumstances giving the right to priority allocation provided for by Law and these Rules;

5) the presence of circumstances established by Law and these Rules, exempting from the obligation to work out or giving a deferral from the performance of the obligation to work out. In the absence of vacant places where a young specialist permanently resided, he is subject to allocation to a nearby village, aul (rural) district, district, region.

9.9 Upon admission or conscription for military service, a young specialist is granted a postponement for the duration of service, without crediting the time of service in the period of working out.

9.10. Spouses, who completed their studies at the university at the same time, are provided with work in organizations located in the same locality. If one of the spouses completes training earlier, then his allocation is made on a general basis. In this case, the spouse completing training later has the right to priority allocation at the spouse's workplace.

9.11 Young specialists who fail to appear at the relevant Allocation Commission without valid reason are allocated without their presence.

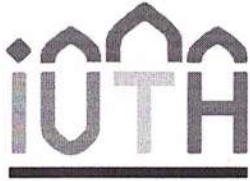
9.12 In order to prevent the referral of several young specialists to one vacancy, their preliminary allocation is carried out by the Allocation Commission, who send preliminary lists of young specialists allocated to work to the authorized body no later than March 1. If such facts are revealed, the allocation of young specialists is made after agreement with the authorized body, taking into account the average academic performance and the proximity of the location of the university to the place of the intended allocation.

9.13 The personal allocation of young specialists is formalized by a protocol decision of the Distribution Commission, no later than July 1, on the basis of which the university prepares job allocation in the form in accordance with Appendix 1 to these Rules. At the same time, the university notifies young specialists about their allocation by issuing job referral no later than three working days from the moment the protocol decision is made.

9.14 For non-fulfillment of the obligation to work out provided for by Law, a young specialist reimburses expenses incurred at the expense of budgetary funds in connection with their training, except in cases provided for by Law and this Regulation, to the budget.

9.15 The term of working out of young specialists is calculated from the date of their conclusion of an employment contract with employers or a civil contract as an employee or from the date of registration with the state revenue authority as an individual entrepreneur or a person engaged in private practice. In the absence of vacant jobs, it is calculated from the date of registration as a person looking for work or unemployed in the career center (Appendix 2).

9.16 A referral to work or a referral to register as an unemployed person, Obligation of a young specialist to the operator of the authorized body in the field of education of JSC "Financial Center", Receipt (Appendices 1-4) are issued to graduates under the signature.

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9.17 The University annually submit information on the allocation of young specialists to work to the authorized bodies no later than August 15 and send all materials on the allocation to the attorney agent of the authorized body in the field of education within 15 calendar days from the date of the decision on the allocation.

9.18 In case of termination of an employment contract with a young specialist at the initiative of the employer, the employer notifies the local executive body of the region about it no later than three calendar days after the termination of the employment contract with the provision of appropriate supporting documents. At the same time, young specialists are subject to reallocation provided that employment contracts with them are terminated on the grounds of liquidation of the employer - a legal entity, as well as reduction in the number or staff of employees.

9.19 The followings are subject to reallocation:

- persons who have not entered the magistracy;
- persons who returned after military service;
- persons dismissed on the grounds of liquidation of the employer or reduction of the number or staff of employees;
- persons whose vacant jobs are not retained by the employer;
- persons who were not hired due to the referral of several young specialists to one vacancy;
- persons who did not arrive at the place of allocation within the prescribed period for valid reasons (illness of a young specialist or close relatives, marriage and change of residence, force majeure circumstances that served as an obstacle to timely arrival at the workplace);
- persons who have not worked the full term at the place of initial allocation for valid reasons, including: dismissal due to the return to work of the main employee when hired to replace a temporarily absent employee (including the replacement of a temporary vacant public position); marriage and change of residence related to marriage.

9.20 The reallocation of the persons specified in paragraph 9.20 of these Rules is carried out in the same manner as the initial allocation.

9.21 Materials on the reallocation of persons specified in paragraph 9.20 of these Rules are sent to the attorney agent of the authorized body in the field of education within 15 calendar days from the date of the protocol decision on reallocation.

## **10. GRANTING THE RIGHT TO SELF-EMPLOYMENT**

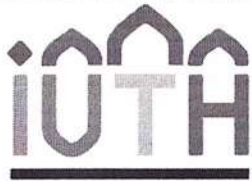
10.1 By decision of the Commission for the personal allocation of young specialists, exemption from the obligation to work out as provided for by the Law is granted to the following categories:

- 1) persons in the absence of vacancies in a locality or in a nearby locality at the place of residence, work or service of a spouse;
- 2) disabled persons of group I and II;
- 3) persons enrolled for further study in the master's degree, doctoral studies;
- 4) pregnant women, persons who have, as well as independently raise a child (children) under the age of three years.

10.2 Termination of the obligation to work out provided for by Law without reimbursement of expenses incurred at the expense of budgetary funds related to training, occurs:

- 1) in connection with the performance of the duty to work out;



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2) in connection with the death of a student (young specialist), confirmed by the relevant documents;

3) in case of disability of group I and II during the period of working out;

4) persons, if their state of health hinders the performance of subsequent work duties or threatens their health and (or) the safety of other persons.

10.3 The circumstances specified in paragraphs 9.10, 10.1 of these Rules must be confirmed by the relevant documents.

10.4 Ensuring monitoring and control over compliance with the fulfillment by young specialists of their duties to work out or reimburse budget expenditures in case of non-working out is assigned to the attorney agent of the authorized body in the field of education.

10.5 Attorney agent of the authorized body in the field of education within his competence:

1) forms and maintains a database of young specialists, ensures the storage of submitted documents in order to monitor the performance of work-out duties;

2) monitors the implementation of decisions of the Allocation Commission with the assistance of local executive bodies of the regions and the authorized body in the field of education;

3) takes measures to ensure that they reimburse the budget for the costs associated with their training in case of violation by young specialists of the obligation to work out provided by Law.

## 11. COMMUNICATION WITH GRADUATES

11.1 The university keeps in touch with its graduates.

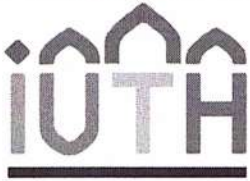
11.2 Communication with graduates can be carried out through various channels and platforms:

- email;
- newsletter of news, announcements of events and vacancies;
- sending invitations to events related to career or development;
- Facebook Instagram, social networks (creation of groups or communities in social networks (Facebook, LinkedIn, Instagram, etc.), where news, announcements, photo reports and other useful information will be published);
- direct messages for more personalized communication;
- University website (section for graduates with information about upcoming events, news and resources);
- feedback form for suggestions and requests from graduates;
- offline events (organization of meetings, seminars, trainings and other events to which graduates are invited);
- phone calls (personal communication for clarification of information, invitations to events or receive feedback).

11.3 According to the results of such contacts, records are kept, as well as an analysis of the problems of graduates in their employment is carried out.

## 12. CONTROL AND REPORTING

12.1 Together with the personnel training schools, the CCED monitors the arrival of young specialists at the workplace in accordance with the decision of the State Commission for the allocation of Young Specialists.

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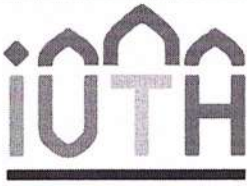
12.2 Personnel Training schools annually provide certificates of employment of young specialists-graduates of the last academic year until October 1.

12.3 The results of the graduates' employment are discussed at the meetings of the personnel training schools and submitted to the Academic Council of the University.

### **13. AMENDMENTS AND ADDITIONS**

13.1 Amendments and additions to the Regulation are made in accordance with legislative acts, regulatory documents in the field of education and intra-university regulations.

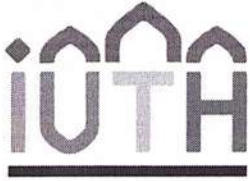
13.2 In case of an amendment, all copies of the Regulation that has become invalid at the University should be withdrawn and replaced with new ones.

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### 14. AMENDMENTS REGISTRATION SHEET

No.	pages			The basis for the change	Signatur e	Full name of the person who made the changes	Date	Date of the change
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*Appendix 1*

## INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY

### *Referral to work*

Graduate student \_\_\_\_\_  
(surname, name)

Trained by EP \_\_\_\_\_

based on the decision of the Commission on Personal Allocation from \_\_\_\_\_ No. \_\_\_\_\_

sent to work as \_\_\_\_\_

\_\_\_\_\_

*(name of the organization, position, address)*

Rector \_\_\_\_\_ « \_\_\_\_\_ » \_\_\_\_\_ 202\_\_

*(signature, seal)*

-----

I, \_\_\_\_\_,  
(surname, name)

a graduate \_\_\_\_\_,

*(name of the university)*

confirm that I have received a referral to work in \_\_\_\_\_

\_\_\_\_\_

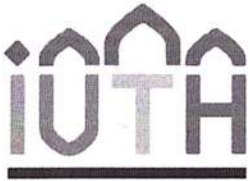
*(name of the organization)*

Located in \_\_\_\_\_

*(address)*

For the position \_\_\_\_\_ « \_\_\_\_\_ » \_\_\_\_\_ 20\_\_

*signature of the graduate*

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*Appendix 2*

**INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY**  
**Referral for registration as an unemployed person**

Graduate student \_\_\_\_\_  
*(surname, name)*

Trained by EP \_\_\_\_\_  
 based on the decision of the Commission on Personal Allocation from \_\_\_\_\_ No. \_\_\_\_\_  
 sent for registration as an unemployed person in the State Institution «Employment Center»

\_\_\_\_\_ *(name of the organization, position)*

located in \_\_\_\_\_  
*(address, phone number, contact person)*

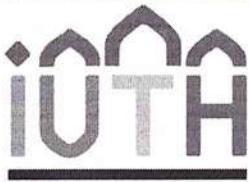
Rector \_\_\_\_\_ « \_\_\_\_\_ » \_\_\_\_\_ 202\_\_.  
*(signature, seal)*

I, \_\_\_\_\_,  
*(surname, name)*

I confirm that I have received a referral for registration as an unemployed person in the State Institution «Employment Center» \_\_\_\_\_  
*(name of the organization, position)*

located in \_\_\_\_\_  
*(address, phone number, contact person)*

« \_\_\_\_\_ » \_\_\_\_\_ 202\_\_ \_\_\_\_\_ *(signature of the graduate)*

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Appendix 3

**To the President of Fincenter JSC**

\_\_\_\_\_

IIN \_\_\_\_\_

Certificate No. \_\_\_\_\_

Date of issue \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**COMMITMENT**

I, \_\_\_\_\_, in 20\_\_ year enrolled in \_\_\_\_\_ ( next-university) based on a state educational grant.

In this regard, I accept the followings under my responsibility:

- 1) to work for at least three years in an organization specified at the direction of the allocation commission of the university after graduation in accordance with the Law of the Republic of Kazakhstan "On Education" and the rules for admission of a specialist to work, granting the right to self-employment, approved by the Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023 No. 403 (hereinafter referred to as the rules).
- 2) To reimburse the budget through the operator of the authorized body in the field of education (JSC «Financial Center»\*) expenses incurred at the expense of budgetary funds related to training in case of non-compliance with the provisions of Article 17-4 of the Law on education, Article 22 of the above rules.
- 3) To inform the JSC «Financial Center»\* in case of change of place of residence, full name and place of work within three days.

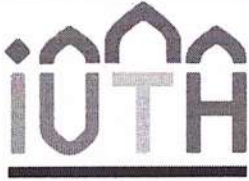
I fully agree and accept the responsibilities of working out and responsibility for its non-fulfillment.

\_\_\_\_\_ *Full name, signature*  
\_\_\_\_\_ date

\* contacts of JSC «Fincenter»:

010000, Astana, Mangilik El prospekt, 18, Tel / Fax: 8 (7172) 69-50-32, 69-50-56, 69-50-57, 69-50-58,

e-mail: [fincenter@fincenter.kz](mailto:fincenter@fincenter.kz)

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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*Appendix 4*

*To the Chairman of the Commission on the personal allocation of graduates of the NPJSC «International University of Tourism and Hospitality»*

From \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 email: \_\_\_\_\_

**Receipt**

I am, \_\_\_\_\_, a graduate of the school \_\_\_\_\_ by EP \_\_\_\_\_

20 \_\_\_\_ -20 \_\_\_\_ school year, I confirm that I have received the following documents:

1. *Referral to work / Referral to an employment center as an unemployed person;*  
(underline one)
2. *Commitment;*
3. *Receipt*

\_\_\_\_\_  
 (signature)