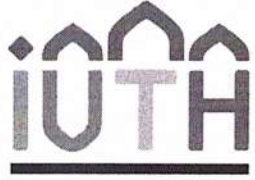
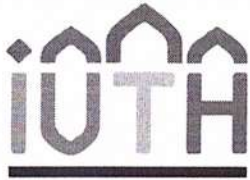


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Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 1 of 18


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

**PU – 02-04/04**  
**REGULATIONS ON THE PROCEDURE FOR ORGANIZING AND CONDUCTING**  
**ADVANCED TRAINING COURSES**

**Turkestan, 2023**

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 2 of 18

## APPROVAL LIST

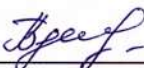
### **DEVELOPED BY:**

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

Vice- Provost for Strategic Development and Digitalization

  
\_\_\_\_\_

K. Aralbekova  
« 01 » 09 2023

Head of Quality Assurance Department

  
\_\_\_\_\_

A. Ermukhamedova  
« 01 » 09 2023

Head of Strategic Planning and Commercialization Department

  
\_\_\_\_\_

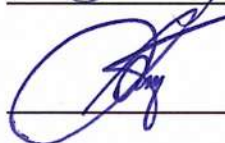
E. Myrzatai  
« 01 » 09 2023

Acting Head of the Academic Development Department

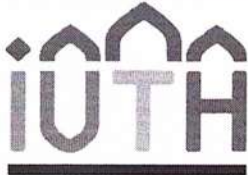
  
\_\_\_\_\_

A. Almukhambetova  
« 01 » 09 2023

Head of the Administrative Department

  
\_\_\_\_\_

K. Tubekov  
« 01 » 09 2023

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 3 of 18

## CONTENT

1	Application sphere	4
2	Responsibility and authority	4
3	List of abbreviations	4
4	Regulatory references	4
5	List of terms and definitions	4
6	Goals and objectives	5
7	The procedure for organizing and conducting advanced training courses	5
8	Functions of participants in the process of organizing advanced training courses	7
9	Changes and additions	7
10	Change Registration Sheet	8
11	Familiarization sheet	9
	Applications	
	Topics of advanced training courses for students	10
	CURRICULUM	11
	Statement	13
	CONTRACT	14
	Schedule of advanced training courses	17
	Certificate	18

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 4 of 18

## 1. APPLICATION SPHERE

1.1 This «Regulation on the procedure for organizing and conducting advanced training courses» (hereinafter referred to as the Regulation) NPJSC «International University of Tourism and Hospitality» (hereinafter referred to as the University) determines the procedure for organizing and conducting advanced training courses of the University

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 approved by the Chairman of the Board-the Rector 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 is responsible for the qualitative fulfillment of the requirements of this Regulation.

## 3. LIST OF ABBREVIATIONS

HEI	- Higher education institution
OHRE	- Organization of higher and postgraduate education
NPJSC	- Non-profit joint stock company
University	- International University of Tourism and Hospitality
SMSHE	- State mandatory standard of higher education
EP	- Educational program
ATC	- Advanced training course
Teaching staff	- Teaching staff who carry out the professional activity of a teacher in teaching students, methodological support or organization of educational activities, including professors, associate professors, senior teachers, teachers
DCCE	- Department of Competence, Career and Employment

## 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), Standard rules of activity of organizations of higher and postgraduate education (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018.), 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), Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015, On approval of the Rules for retraining and advanced training of specialists in the field of tourism activities (Order of the Acting Minister of Tourism and Sports of the Republic of Kazakhstan dated October 23, 2008 No. 01-08/181), as well as internal regulatory documents of the University.

## 5. LIST OF TERMS AND DEFINITIONS

*Advanced training course* is a form of professional training that allows to maintain, expand, deepen and improve previously acquired professional knowledge, skills and abilities.

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 5 of 18

**Curriculum** is a program that defines for each academic subject, each academic discipline and (or) module the content and scope of knowledge, abilities, skills and competencies to be mastered.

**Agreement on the provision of educational services** is a written agreement between the employer (customer) and the educational organization on the conditions of vocational training, retraining and advanced training.

**Advanced training courses (ATC)** are educational programs designed to update, deepen or expand professional knowledge, skills and abilities of specialists.

**Competence** is a set of knowledge, skills and abilities necessary to perform certain tasks.

**A trainee** is a person undergoing training within the ATC.

**Control works** are tasks and tests designed to test the level of knowledge and skills of students.

**Full-time education** is training in which the trainee and the teacher are in the same room.

**Distance education** is training using Internet technologies, in which the participant and the teacher can be at a great distance from each other.

**Academic hour** is time interval (duration 50 min).

## 6. GOALS AND OBJECTIVES

6.1 The main purpose of the advanced training courses is the implementation and development of educational services in the field of additional professional education to improve the professional competence of specialists in various fields of activity and update theoretical and practical knowledge in connection with increasing requirements for their level of qualification.

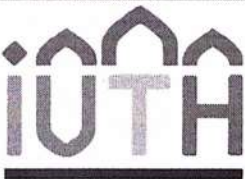
6.2 The realization of the purpose of advanced training courses is based on solving the following tasks:

- meeting the needs of specialists in obtaining knowledge about the latest achievements in the relevant branches of science and technology, advanced domestic and foreign experience;
- development and holding of seminars, trainings, master classes by leading university teachers and invited specialists;
- organizing and conducting advanced training courses for university teachers and staff, secondary school teachers, college teachers, specialists of general education institutions, specialists in the field of tourism, Silver age citizens using various forms (face-to-face training, distance learning) and teaching methods.

## 7. THE PROCEDURE FOR ORGANIZING AND CONDUCTING ADVANCED TRAINING COURSES

7.1 The topics of advanced training courses for the current academic year are approved by the Vice-Provost for Academic and Scientific Activities of the University on the recommendation of the principals of schools engaged in advanced training, after consideration for relevance at a meeting of the school and the educational and methodological Council of the University (Appendix 1).

7.2 Curricula in accordance with the approved topics are developed by teaching staff taking into account their professional qualifications and approved by the Vice-Provost for Academic and Scientific Activities of the University after consideration at a meeting of the school and the educational and Methodological Council of the University (Appendix 2). The mandatory points of the program are the description of the goal, the acquired competencies, the amount of hours, the thematic plan, the content of the final work and the schedule of its completion.

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 6 of 18

7.3 The duration of the courses is determined by the curricula. According to the terms of training , professional development is divided into:

- short—term - 16-36 academic hours (2-5 days);
- medium—term - 72-100 academic hours (10-15 days);
- long—term - 100-249 academic hours (3-4 weeks).
- Academic hour — a period of time (duration 50 min).

7.4 The trainee’s application for advanced training courses is submitted to the University Rector (Appendix 3). The application must be accompanied by a receipt for payment of courses to the university's bank account and a copy of the identity card.

7.5 The list of trainees is formed on the basis of applications received and contracts concluded on the conduct of advanced training courses with organizations, enterprises, as well as with individuals (Appendix 4). A trainee's application is attached to the publication of the Rector's order on enrollment of trainees in advanced training courses.

7.6 Advanced training is carried out according to the approved schedule of courses in accordance with the curriculum (appendix 5).

7.7 The educational process includes theoretical classes, practical training during practical classes, control works that are carried out in classrooms, on the basis of the university in full-time and / or mixed learning mode, as well as online learning.

7.8 The occupancy of the ATC group: A group (4 or more people). The cost of the ATC depends on the number of participants in the group. The cost of the course is calculated by the Department of Strategic Planning and Commercialization.

7.9 The calculation of the cost of paid advanced training courses is carried out by the Competence, Career and Employment Department together with the financial and economic Service annually for the current academic year and is approved by the Chairman of the Board - Rector.

7.10 When conducting courses with a cost-effective number of trainees, the University can make payment discounts for University employees up to 50 % of the course cost based on the order of the Chairman of the Board - Rector.

7.11 The promotion of advanced training courses in the foreign market is carried out by the Media and PR Center through the channels.

7.12 Online courses are conducted using the Zoom platform, Cisco Webex, Microsoft Teams and other WhatsApp applications, e-mail and other available Internet resources.

7.13 The courses are conducted in Kazakh, Russian and English. The training of trainees provides two forms:

- 1) free of charge (Silver University);
- 2) on a paid basis.

7.14 Trainees who have completed advanced training are issued a certificate (Appendix 6). The certificate of completion of advanced training courses contains information about the name of the trainee, the amount of hours, and the topic of the courses. The certificate is signed by the Rector of the University.

7.15 In case of unsuccessful testing, the University has the right to refuse to issue a certificate of completion of the ATC.

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 7 of 18

## **8. FUNCTIONS OF PARTICIPANTS IN THE ORGANIZATION OF ADVANCED TRAINING COURSES**

8.1 Provision of the educational process by the University's teaching staff and highly qualified domestic and foreign specialists;

8.2 Formation of the composition of lecturers (authors of programs) for conducting courses and Employment of persons participating in courses and seminars by concluding a Civil Law Contract (hereinafter referred to as the CL contract)

8.3 The remuneration of lecturers (authors of programs) for conducting courses of the Silver University (free of charge) is made within the framework of the received sources of income from short-term refresher courses.

8.4 Study and implementation of international and domestic experience of advanced training and additional education;

8.5 Development and updating of documents regulating advanced training (regulations, business plans, development concepts, estimates and other documents);

8.6 Formation and maintenance of the electronic database of trainees (questionnaire and contact details, reports, certificates);

8.7 Organization of work on the development and updating by University schools of educational and methodological documentation on educational programs in accordance with the requirements for their content and design;

8.8 Organization of work on signing contracts for the provision of paid educational services with applicants for advanced training programs;

8.9 Participation as a potential supplier in public procurement for professional development and retraining services;

8.10 Organization and conduct of language courses for citizens of the Republic of Kazakhstan and foreigners.

## **9. AMENDMENTS AND ADDITIONS**

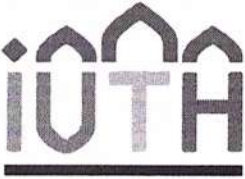
9.1 Amendments and additions to the Regulation are made in accordance with legislative acts, regulatory documents in the field of education and internal university regulations.

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







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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 10 of 18

*Appendix 1*

**Φ-02-04/04**

**«APPROVED»**  
**at the meeting of the EMC, Protocol No.**  
**\_\_\_ dated « \_\_\_ » \_\_\_\_\_ 2023.**  
**Chairman of the Educational and**  
**Methodological Council**

\_\_\_\_\_

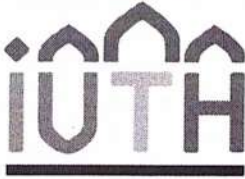
**The topic of advanced training courses for trainee**  
**for the 20\_\_ - 20\_\_ academic year**

No.	Topic	Full name, position of the course developer	Numbers of hours

**Reviewed and discussed at the meeting of the \_\_\_ school,**

**Protocol No. \_\_\_ dated \_\_\_\_\_ .**

**Director of the school \_\_\_\_\_**

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Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 11 of 18

*Appendix 2*

**Φ-02-04/05**

**INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY**

**«APPROVED»  
Vice-Provost for Academic  
and Scientific Affairs**

«\_\_» \_\_\_\_\_ 20\_\_

**THE CURRICULUM  
of advanced training course for ATC trainees on the topic**

«\_\_\_\_\_»

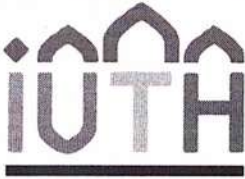
**DEVELOPED BY**

**Full name** \_\_\_\_\_  
«\_\_» \_\_\_\_\_ 20\_\_ .

**APPROVED**

**Director of the School**  
**Full name** \_\_\_\_\_  
«\_\_» \_\_\_\_\_ 20\_\_ .

**Turkestan, 2023**

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Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 12 of 18

The curriculum of the advanced training course for ATC trainees on the topic «\_\_\_\_\_» Reviewed and discussed at the school meeting \_\_\_\_\_  
«\_\_\_\_\_» \_\_\_\_\_ 202\_\_ Protocol No. \_\_\_\_.  
The Director of the school \_\_\_\_\_  
(signature) (Full name)

The curriculum of the advanced training course for ATC trainees on the topic «\_\_\_\_\_» approved by the Educational and Methodological Council of the International University of Tourism and Hospitality.  
«\_\_\_\_\_» \_\_\_\_\_ 202\_\_, Protocol No. \_\_\_\_.  
Secretary of the EMC \_\_\_\_\_  
(signature) (Full name)

**The purpose of the program:** The purpose of the advanced training course is indicated  
**Trainees' category:** The trainees' category is indicated  
If there is, then the requirements for the basic qualifications of the trainees are indicated  
**The duration of the training:**  
**Number of hours:** \_(including \_ classroom) hours  
**Form of study:** full-time, distance learning, self-study  
**Language of instruction:** (Russian, Kazakh, English)

#### EXPLANATORY NOTE

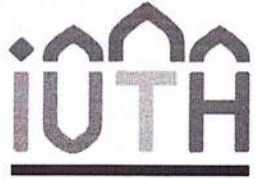
**General information about the training course (relevance, novelty)**  
**Objectives, focus of the course**

#### THE CONTENT OF THE PROGRAM

Name of sections and topics	The form of classes		
	Auditorium	Independent work	Forms of current academic performance monitoring
<b>Module 1.</b>			
<b>Module 2.</b>			
<b>Total:</b>			
<b>Final certification:</b>			

#### The structure and content of the program

#### References:

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Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 13 of 18

*Appendix 3*

**Ф-02-04/06**

Trainee's Application Form

**Chairman of the Board-Rector  
Non-Profit JSC «International University  
of Tourism and Hospitality»**

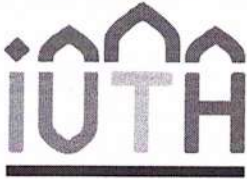
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**Statement**

I ask you to enroll me in advanced training courses under the program «\_\_\_\_\_».  
Payment was made in the amount of \_ tenge, copies of the receipt and identity card are attached.

Date

Signature, full name

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Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 14 of 18

Appendix 4

**CONTRACT NO. \_\_\_\_**  
**ABOUT CONDUCTING ADVANCED TRAINING COURSES**

Turkestan

« \_\_\_\_ » \_\_\_\_\_ 20\_\_

Non-profit Joint Stock Company «International University of Tourism and Hospitality», hereinafter referred to as the «University», represented by the Chairman of the Board-Rector \_\_\_\_\_, acting on the basis of the Charter, on the one hand, and \_\_\_\_\_ hereinafter referred to as the «Trainee», on the other hand, have concluded this Agreement on the following:

**1. SUBJECT OF THE AGREEMENT**

1.1. The trainee instructs, and the University provides educational services (hereinafter referred to as the Service) for the organization and conduct of an educational refresher course on the topic \_\_\_\_\_

1.2. Duration of the advanced training course:  
from « \_\_\_\_ » \_\_\_\_\_ 20\_\_ to « \_\_\_\_ » \_\_\_\_\_ 20\_\_

**2. OBLIGATIONS OF THE PARTIES**

2.1. The University undertakes:

- 2.1.1. to organize and conduct a course for the Trainee, in accordance with section 1 of this agreement.
- 2.1.2. to carry out high-quality training of the Trainee, which includes:
  - organization of the learning process on the material basis of the University, provision of qualified teachers with the necessary knowledge and skills of practical work;
  - timeliness and completeness of the implementation of the curriculum;
  - the use of active forms of education, modern technical means of training, as necessary in the classroom;
  - the opportunity to use the necessary normative and methodological literature and handouts in the classroom, as well as for self-preparation;
  - ensuring the control of acquired knowledge through testing, preparation and use of questionnaires.
- 2.1.3. to issue a Certificate confirming advanced training to a trainee who has completed a full course of study at the end of the course (seminar).

2.2. The trainee undertakes to:

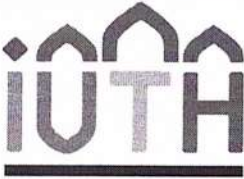
- 2.2.1. to attend and complete the training program.
- 2.2.2. to pay for educational services on time and in the amount determined by this agreement.

**3. COST AND PAYMENT PROCEDURE**

- 3.1. The cost of services under this agreement is \_\_\_\_\_ tenge.
- 3.2. For the services rendered, the Trainee makes a prepayment in the amount of 100% of the contract value at least 5 banking days before the start of the course (seminar).

**4. RESPONSIBILITY OF THE PARTIES**

4.1. The parties are responsible for non-fulfillment or improper fulfillment of their obligations under this agreement, in accordance with the current legislation of the Republic of Kazakhstan.

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
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Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 15 of 18

4.2. If the payment is not made by the Trainee before the start of the course (seminar), the University has the right to postpone the course (seminar) until the Trainee fulfills his obligations or terminate the contract unilaterally.

4.3. If the Trainee does not complete the course (seminar) in full (non-attendance of classes), the University has the right to refuse to issue him a certificate of completion of the course (seminar).

4.4. All disputes and disagreements that may arise from this agreement, the parties will seek to resolve through negotiations. If these disputes and disagreements cannot be resolved through negotiations, they are subject to resolution in court.

### 5. FORCE MAJEURE

5.1. The Parties are released from liability for partial or complete non-fulfillment of obligations under this Agreement if it was the result of force majeure circumstances, which include, but are not limited to the following, natural disasters, mass riots, strikes (except strikes at the enterprises of the Parties), military actions, epidemics, entry into force of legislative acts, resolutions and orders of state bodies, directly or indirectly prohibiting the activities specified in the Contract or preventing the parties from fulfilling their obligations under the Agreement, and other circumstances beyond the control of the will of the parties that the Parties could not have foreseen or prevented.

5.2. A party exposed to force majeure circumstances must notify the other party in writing of their occurrence by sending a notification with an attachment of a document confirming the existence of these circumstances issued by an authorized body within 3 (three) calendar days from the moment of occurrence of force majeure circumstances. Otherwise, the party is deprived of the right to refer to these circumstances as exonerating her from responsibility.

5.3. The occurrence of the circumstances provided for in this Article which is subject to the performance of the actions provided for in clause 5.2. of this Agreement extends the term of performance of contractual obligations for a period corresponding to the duration of force majeure circumstances and a reasonable time to eliminate the consequences.

### 6. FINAL CONDITIONS

6.1. The Agreement comes into force from the moment it is signed by the parties and is valid until the parties fully fulfill their obligations.

6.2. All amendments and additions to this agreement are valid only if they are made in writing and signed by both parties.

6.3. In case of non-fulfillment or improper fulfillment by one of the parties of their obligations, the other party has the right to terminate this agreement unilaterally with a prior written notice no later than ten days before the date of early termination of this agreement. At the same time, the Trainee pays the University for the work performed before the termination of the contract.

6.4. This agreement is drawn up in two copies having the same legal force, one for each of the parties.

### 7. Legal addresses and details of the Parties

**University**

**Trainee**

**Non-Profit JSC «International University of Tourism and Hospitality»**

**Full name** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 16 of 18

Legal and postal address:  
 Republic of Kazakhstan, Turkestan,  
 Rabiga Sultan Begim str., 14 A  
 BIN 190 440 033 845  
**Chairman of the Board-Rector**

\_\_\_\_\_

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

IIN: \_\_\_\_\_

Telephone: \_\_\_\_\_

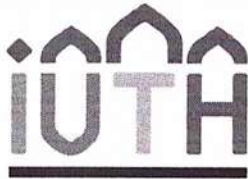
Signature \_\_\_\_\_

Appendix to the agreement No.

from \_\_\_\_\_

No.	Full name of the Trainee	Position	Course name	Number of hours	Payment (tenge)



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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 17 of 18

*Appendix 5*

**Φ-02-04/07**

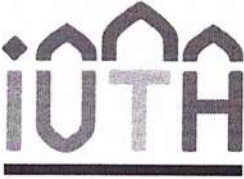
**Schedule of advanced training courses**

<b>Date</b>	<b>Program name</b>	<b>The author of the program</b>	<b>Venue (building, auditorium)</b>

**Full name, signature of the author of the program**

**Resolution of the School Director:**

I confirm that the time of the courses does not coincide with the training sessions, full name, position of the author of the program.

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»
Regulations on the procedure for organizing and conducting advanced training courses		PU-02-04/04
Approved on September 01.2023	Edition No.1	Page. 18 of 18

*Application 6*

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

This certificate has been issued \_\_\_\_\_  
(Last name, first name, patronymic)

in the fact that he (a) with «\_\_\_» \_\_\_\_\_ by «\_\_\_» \_\_\_\_\_ 20\_\_\_ a year has passed(a) refresher and advanced training courses on the topic \_\_\_\_\_ in the amount of \_\_\_\_\_ hours.

\_\_\_\_\_  
(Last name, first name, patronymic)

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

**Chairman of the Management Board-Rector**

Date of issue «\_\_\_» \_\_\_\_\_ 20\_\_\_ year

Place of printing