

Ministry of Tourism and Sports of the Republic of Kazakhstan		Ministry of Tourism 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
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«APPROVED»

Chairman of the Board–Rector
A. Shokparov
2024



PU – 02-04/04

REGULATIONS ON THE PROCEDURE FOR ORGANIZING AND CONDUCTING ADVANCED TRAINING COURSES

Turkestan, 2024

Ministry of Tourism and Sports of the Republic of Kazakhstan	 INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY	Ministry of Tourism and Sports of the Republic of Kazakhstan
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APPROVAL LIST

DEVELOPED BY:

Acting Head of the Competence, Career and Employment Department



A. Niyatova
« 02 » 09 2024

Acting Director of the School of Tourism



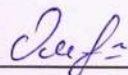
S. Nakhimbekova
« 02 » 09 2024

Director of the School of Hospitality



E. Alimkulova
« 02 » 09 2024

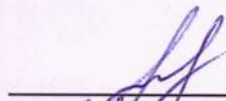
Director of the School of Physical Culture and Sports



B. Omarov
« 02 » 09 2024

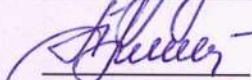
AGREED BY:

Vice-Provost for Academic and Scientific Affairs



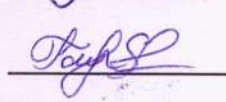
L. Shalabaeva
« 02 » 09 2024

Head of the Anti-Corruption Compliance Service



D. Beisembayeva
« 02 » 09 2024

Head of the Academic Development Department



G. Syzdykova
« 02 » 09 2024

Acting Head of the Department of Economics and Budget Planning



A. Yerbayeva
« 02 » 09 2024

Head of the Administrative Department



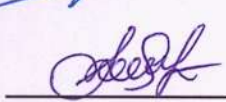
K. Tubekov
« 02 » 09 2024

Chief Specialist (lawyer) of the Administrative Department



E. Tasov
« 02 » 09 2024

Acting Head of Quality Assurance Department



Zh. Seitkulova
« 02 » 09 2024

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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. 4 dated January 5, 2024), 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.

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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.

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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.

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, advanced training courses organized for employees of the University due to industrial needs, on the basis of budget applications of structural departments);
- 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.

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7.15. Teachers and employees of the University submit a report no later than three working days from the date of completion of advanced training courses (Appendix 7).

7.16 In case of unsuccessful completion of the final control, the University has the right to refuse to issue a certificate of completion of the ATC.

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.

10. COORDINATION, STORAGE AND DISTRIBUTION

13.1 This regulation comes into force from the date of approval by the Chairman of the Board – Rector of the University.

13.2 The responsibility for storing and sending users a working copy of this Regulation lies with the Department of Competencies, Career and Employment.

13.3 A working copy of this approved Regulation is deposited with the Competence, Career and Employment Department, and a control copy is transferred to the Quality Assurance Department.

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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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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, 20__

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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
Module 1.				
Module 2.				
Total:				
Final:				

The structure and content of the program

References:

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Appendix 3

Φ-02-04/06

Trainee's Application Form

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

Statement

I ask you to allow me to enroll in advanced training courses that will be held "___" _____ 20___
 ___ "___" _____ 20___ under the program _____.

A copy of the identity card has been attached additionally.

Day
Signature

Full name

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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.

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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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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)

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Appendix 5

Φ-02-04/07

Schedule of advanced training courses

Date	Program name	The author of the program	Venue (building, auditorium)

**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.

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Application 6

Certificate

confirms that _____
 (Last name, first name, patronymic)
 has completed ____ - hour advanced training courses on the topic _____ during
 " ____ " _____ – " ____ " _____ at the International University of Tourism and Hospitality

Vice-Provost responsible for Competence _____

Signature

Place of seal _____

Registration No. _____

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Appendix 7

F-02-04/17

Advanced Training Course Report

Theme: _____

Employee: _____

Position: _____

Deadline: _____

Number of hours: _____

Place of passage: _____

Type of training: _____

1. Purpose of the course:

2. Main topics of the course

During the training, the following main topics were considered:

MODULE

TOPICS

1 module.	_____
2 module.	_____
3 module.	_____
4 module.	_____
5 module.	_____

3. Practical part

Development of adaptive educational materials.

Analysis of specific cases and development of problem-solving strategies.

4. Results and conclusions

As a result of passing the course, I:

1. _____
2. _____
3. _____

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4. _____
5. _____

5. Recommendations

Based on the acquired knowledge and experience, I recommend: -

6. Conclusion:

Signature: _____

Date: