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NICOPA



SÁKEN SEIFÝLLIN  
ÝNIVERSITETI

Approved by:

Deputy-Chairman of the Board  
for Science, Innovation Activities  
and International Affairs

  
Tokbergenov Ismail  
2020



## REGULATION

### SERVICE OFFICE PASO

S.Seifullin Kazakh Agrotechnical University  
EU Erasmus+ 597985-EPP-1-2018-1-KZ-EPPKA2-CBHE-JP “New and  
Innovative Courses for Precision Agriculture “ NICOPA

Nur-Sultan- 2020

### **The present Regulation:**

1. Considered and approved at a meeting of the working group of the NICOPA project (New and Innovative Courses for Precision Agriculture) carried out in the period - 2018 - 2021.
2. Approved and implemented as a guiding document governing the rules for ensuring relations between NICOPA, academia, industry and other parties interested in disseminating the results of the NICOPA project, sharing experience, improving the content of disciplines in order to increase the quality of training in the field of Precision Agriculture.

### **1. General regulations:**

- 1.1 This Regulation defines the goals, objectives, functions and activities of the PASO Office Service.
- 1.2 PASO carries out activities related to the deep development of materials created within the framework of the project and updating the content of disciplines in the field of Precision Agriculture in accordance with the latest achievements in the target area.
- 1.3 The activities of PASO are carried out in collaboration and shared use with other services and structural units of the university, as well as with third parties within its competence.
- 1.4. PASO is headed by a manager with higher professional education.
- 1.5 Office Manager:
  - manages all the activities of PASO, is personally responsible for the timely and high-quality implementation of tasks and functions assigned to the office;
  - participates in the long-term and current planning of the office activities;
  - develops an office work plan for each year and coordinates it with other departments of the university.
- 1.6. The office manager has the right to sign documents on issues of the office activity falling within his competence.

### **2. PASO main objectives**

The main objective of PASO is the use of the PAL laboratory as a part of the training of students, Master's students, as well as engineering work.

PASO implements:

- Analysis of company requirements for graduate students;
- Analysis of possible services offered to partner companies using PASO;
- Organisation of newsletters within the university and friendly organisations;

- Organisation of introductory seminars with groups of students with a presentation of potential laboratory capabilities;
- Organisation of short-term continuing education courses for students/teachers;
- Organisation of monitoring of research projects of students and working groups potentially interested in using PASO;
- Compilation and updating of the list of possible target groups (enterprises, scientific and non-profit organisations) for the dissemination of information about the project and its results and for identifying interested parties in receiving the information about the project results and in participating in the project activities, drawing up an agreement University - Enterprise Cooperation.

### **3 Functions of PASO**

- Development of necessary documentation for practical works and advanced training courses in Precision Agriculture
- Conducting advanced training courses and seminars for students and graduates
- Conducting other activities according to the objectives and needs of the university
- Integration of the laboratory usage in the curricula
- Development of recommendations and plans regarding modernization of existing and development of new courses in curricula in accordance with the requirements of potential employers

### **4 Rights of PASO**

PASO has a right to:

- Receive documents and other informational materials sent to university in order to systematize them and use in work
- Establish connections with similar offices, which were created in the partner universities of NICOPA
- Inquire and receive information which is necessary for the office to implement its work, from the university top management, chairs and other institutions
- Make suggestions regarding the improvement of the forms and methods of work of PASO and the university, the improvement of the quality of education