



Regulations on the organization and conduct of dual education at the S. Seifullin KATSU	Version 1
	2023 г.
NET INCOME OF GNI 02.2051-2023	Page 1 — 19

"Approved"

By order of the Chairman of the
Management Board

No. 129-N dated 03/16/2021

Reissued

By order of the Chairman of the
Board-Rector

No. 342-N dated 09/21/2023

**INTERNAL REGULATORY DOCUMENTS
POSITION**


**ON THE PROCEDURE FOR ORGANIZING AND CONDUCTING
DUAL EDUCATION AT THE S.SEIFULLIN KATSU**

NET INCOME OF GNI 02.2051-2023

Ex. _____

Copy _____

ASTANA 2023

	Regulations on the organization and conduct of dual education at the S. Seifullin KATSU	Version 1
	NET INCOME OF GNI 02.2051-2023	2023 г.
		Page 1 — 19

The preface

1 DEVELOPED AND SUBMITTED by the working group together with the Quality Committee.

2 It was REDESIGNED by the Quality Committee in accordance with the Order of the Chairman of the Board-Rector No. 342-N dated 09/21/2023.

(name, date and number of the approving organizational and administrative document)

3 APPROVED AND PUT INTO EFFECT by Order of the Chairman

(the official approving the document)

of the Management Board No. 129-N dated 03/16/2021

(name, date and number of the approving organizational and administrative document)

4 DEVELOPERS:

- Director of DAV – Sarbasova K.A.

academic degree, academic title, Full name

- Head of the Quality Service – Aldabergenova S.S.

academic degree, academic title, Full name

5 THE DEADLINE FOR THE FIRST INSPECTION IS


2026.

THE VERIFICATION PERIODICITY is

5 years


This document may not be reproduced in whole or in part, replicated or distributed without the permission of the Chairman of the Board-Rector.

NAO "Kazakh Agrotechnical Research University
named after S. Seifullin"

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Content

1 Scope of application	4
2 Regulatory references	4
3 Definitions	5
4 Designations and abbreviations	5
5 Responsibility and authority	5
6 General provisions	6
7 Organization and conduct of dual training for students of S.Seifullin KATSU at Enterprises	7
8 Payment procedure	9
9 The procedure for making changes	9
10 Storage and distribution	9
Appendix A Map of the organization of dual education	10
Appendix B Contract form	11
Appendix To the Approval Sheet	17
Appendix D Familiarization sheet	18
Приложение Д Лист регистрации изменений	19

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

**Appendix A
(Mandatory)**

Form
F.02.2051-01

Process Man for the Organization of Dual Training

1 Scope of application

The present regulation on the procedure for organizing and conducting dual training at the S.Seifullin Kazakh Agricultural Engineering Research University (hereinafter referred to as the Seifullin CATIU) defines the procedure for organizing and conducting dual training for students of the S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the S.Seifullin CATIU) who master educational programs of higher professional and postgraduate education at enterprises (organizations) of all organizational structures.legal forms and forms of ownership (hereinafter referred to as the Enterprise).

The EITI is included in the documentation package of the internal regulatory documents of the S.Seifullin CATIU.

2 Regulatory references

This regulation uses references to the following regulatory documents:

The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319- III;

Civil Code of the Republic of Kazakhstan dated July 1, 1999 No. 409-I; Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V; Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604;

The Charter of NAO "S. Seifullin KATI" No. 16, 2019;

PPFSHPPSK BND 02.2039- 2019 Regulation on the procedure for forming the staff of teaching staff of departments in JSC "S.Seifullin KATI".

FROM GNI 01.1011 - 2017 Internal regulatory documents . The standard of the organization. Rules for the construction, presentation and execution of documentation of the quality management system.

FROM GNI 01.1014 - 2020 Internal regulatory documents . The standard of the organization. Rules for the development, coordination and approval of the regulations on the division.

DP GNI 01.1006 - 2020 Internal regulatory documents .


A documented procedure. Document management.

DP GNI 01.1007 – 2020 Internal regulatory documents .

A documented procedure. Quality record management.

3 Определения

3.1 В настоящем положении применяются термины и определения в соответ-

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Appendix A
(Mandatory)

Form
F.02.2051-01

Process Man for the Organization of Dual Training

СТВИИ СО СТ РК ИСО 9000.

4 Abbreviations and Acronyms

The following abbreviations are used in this Regulation:

- KATU named after S. Seifullin – Kazakh Agrotechnical Research University named after S. Seifullin;
- PPOPDO – Regulation on the procedure for organizing and conducting dual training at KATU named after S. Seifullin;
- LS – Legal Service;
- QC – Quality Committee;
- ND – Normative Documents;
- DAA – Department of Academic Affairs;
- MEP – Modular Educational Programs;
- CCPE – Career, Practice and Employment Center.

5 Responsibilities and Authorities

5.1 The Director of the Department of Academic Affairs (DAA) is responsible for the development of the PPOPDO, including its content and structure. The Quality Committee (QC) is responsible for formatting, approval, and implementation.


5.2 The draft PPOPDO must be approved by the Member of the Board – Vice-Rector for Operational Activities, the Director of the DAA, the Financial Director, the Director of the Career, Practice and Employment Center (CCPE), the Director of the Legal Service, and the Quality Committee.

5.3 The final version of the PPOPDO is approved by the Member of the Board – Vice-Rector for Operational Activities, who confirms it in the "Approval Sheet" (Appendix B).

5.4 The DAA submits the draft PPOPDO for registration to the QC, which finalizes the original and collects approval signatures.

5.5 The QC prepares the order to enact the regulation, which is approved by the Chair of the Board – Rector.

5.6 The head of the relevant department is responsible for informing staff members

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Appendix A
(Mandatory)

Form
F.02.2051-01

Process Man for the Organization of Dual Training

about the approved PPOPDO. Records of familiarization must be documented in the “Familiarization Sheet” (Appendix G).

6. General Provisions

6.1 Dual training is a form of implementation of higher and postgraduate education programs based on collaboration between an Enterprise, KATU named after S. Seifullin, and other organizations with the necessary resources for training, academic and industrial practice, as provided in the Modular Educational Programs (MEPs) of specialties by level of education.

6.2 Dual training at the Enterprise is organized during the practical training period of students mastering higher and postgraduate educational programs.

6.3 The academic discipline program (syllabus) including dual training and training under the “2.5+1.0+0.5” model is developed by KATU in coordination with the Enterprise and must cover:

the acquisition by students of general and professional competencies in accordance with MEPs, course programs, professional modules, and practices;

* the gaining of practical experience considering the content of the MEP modules by specialty and level of education.

6.4 The syllabus, which includes dual training and the “2.5+1.0+0.5” model, outlines the combination of training at both the Enterprise and the University by days, weeks, or months, aiming for one year of industry-based training:

2.5 years – traditional university-based training;

1 year – practice-based learning at the enterprise;

0.5 years – preparation and final assessment period;


while ensuring full coverage of the MEP content.

6.5 The purpose of dual training is to enable students to acquire practical skills in their field of study aligned with the content of the MEP modules and to master general and professional competencies at a high quality.

6.6 The main tasks of organizing and conducting dual training for KATU students at Enterprises include:

- comprehensive mastering of all types of professional activities within the specialty;
- formation of general and professional competencies;
- acquisition of necessary skills and practical experience according to the competencies defined in the MEP;
- enhancement of the level of professional education and skills.

6.7 Coordination and adaptation of academic and industrial activities of KATU to the production environment of the Enterprise.

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Appendix A
(Mandatory)

Form
F.02.2051-01

Process Map for the Organization of Dual Training

6.8 Responsibility for the organization and conduct of dual training lies with the university and enterprise leadership as per the signed agreements.

7. Organization and Conduct of Dual Training for KATU Students at Enterprises

7.1.1 The organization and implementation of dual training at Enterprises is regulated by:

7.1.2 This Regulation;

7.1.3 The syllabus (including dual training), the modular educational program, the working curriculum, the academic calendar, orders and directives of the university and faculty;

7.1.4 Dual training agreements between Enterprises and KATU.

7.2 For the organization and implementation of dual training (process map – Appendix A):

7.2.1 The Head of the Department prepares and signs an annual dual training agreement with the Enterprise by September 1 of the preceding academic year (Appendix B).

7.2.2 The Head of the Department, together with the Enterprise, develops and approves the MEP, the syllabus including dual training, the working curriculum, and the academic calendar.

7.2.3 The Head of the Department agrees on training periods and student lists with the Enterprise.

7.2.4 The Dean prepares a draft order on the organization of dual training, assignment of students to Enterprises, and appointment of supervisors (industrial instructors or teachers).

7.2.5 The Department, together with the CCPE, is responsible for implementing dual training and the formation of professional competencies in accordance with MEP requirements, the syllabus, and the curriculum.


7.2.6 The Department, CCPE, and enterprise mentors develop conditions to ensure quality practical task performance within dual training.

7.2.7 The Department and CCPE monitor the organization of dual training at the enterprise, including the implementation of course content by mentors (industrial instructors or teachers), maintaining logs of training sessions, and regularly entering student performance data into the *Platonus* practical training log.

7.2.8 The Head of the Department, together with the Enterprise, develops criteria for assessing general and professional competencies acquired through dual training and organizes the assessment process in accordance with MEP requirements.

7.2.9 The Head of the Department ensures that dual training results are considered during the student's final assessment.

7.2.10 University-wide coordination is carried out by the CCPE.

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

**Appendix A
(Mandatory)**

Form
F.02.2051-01

Process Man for the Organization of Dual Training

7.3 Responsibilities of the Enterprise in Dual Training:

7.3.1 Annually signs a dual training agreement with the University by September 1 of the preceding academic year.

7.3.2 Jointly with KATU, develops and approves the dual training program (syllabus), MEP, working curriculum, and academic calendar.

7.3.3 Agrees on training periods and student lists with the University.

7.3.4 Accepts students for training in the agreed number and timeframe.

7.3.5 Introduces students to internal regulations, workplace safety, sanitation, fire safety, and potential employment opportunities at the enterprise.

7.3.6 Conducts safety briefings.

7.3.7 Assigns qualified mentors to student groups for hands-on training and skills development according to the dual training program.

7.3.8 Ensures implementation of the dual training program (syllabus) and creates appropriate conditions for training.

7.3.9 Provides students access to practical materials and processes (except confidential information protected by law).

7.3.10 Provides safe training conditions in compliance with sanitary standards, occupational health and safety, and fire safety regulations.


7.3.11 Ensures that mentors fulfill their responsibilities under the dual training program, including organizing student participation in production processes and conducting necessary briefings.

8. Payment Procedure

8.1 Payment to the mentor is made on the basis of an hourly wage application. The Head of the Department submits a memo addressed to the Chair of the Board justifying the necessity of hourly wage compensation.

The memo must be approved by the Dean of the Faculty, the Director of the Career, Practice and Employment Center (CCPE), and the Director of the Department of Academic Affairs (DAA).

After receiving authorization, the mentor fills out the application form in accordance with the standard ****PPFSHSPPSK VND 02.2039-2019**** – ***Regulation on the Procedure for Forming the Staffing of Teaching Personnel at Departments of JSC “KATU named after S. Seifullin” (Appendix J).**

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Appendix A
(Mandatory)
Process Man for the Organization of Dual Training

Form
F.02.2051-01

8.2 The payment amount is determined by the Academic Council of KATU and is approved by an order of the Chair of the Board.

9. Procedure for Making Amendments

9.1 Amendments to the PPOPDO may be made only with the permission of the Member of the Board – Vice-Rector for Operational Activities and must be officially documented and signed.

9.2 Amendments must comply with the requirements of ****DP VND 01.1006-2020****.

9.3 Amendments are made by specialists of the Quality Service and must be recorded in the "Change Registration Sheet" (Appendix D).

10. Storage and Distribution

10.1 The responsibility for submitting the approved original regulation for storage in the Quality Committee (QC) lies with the Head of the developer department.

10.2 The responsibility for storing and distributing the PPOPDO to all departments rests with the QC.

10.3 The PPOPDO is registered in electronic format in the electronic document management system and distributed to all departments.




**Appendix A
(Mandatory)**

Form
F.02.2051-01

Process Man for the Organization of Dual Training

Алгоритм	Действия
<pre> graph TD Start([Start]) --> 1[1] 1 --> 1.1[1.1.] 1.1 --> 2[2] 2 --> 3{3} 3 --> 4{4} 4 --> 5[5] 5 --> 5.1[5.1.] 5.1 --> 5.2[5.2.] 5.1 --> 5.3[5.3.] 5.2 --> 5.4[5.4.] 5.3 --> 5.4 5.4 --> End([End]) </pre>	<p>Start</p> <ol style="list-style-type: none"> 1. A contract is drawn up by September 1 of the current year. <ol style="list-style-type: none"> 1.1. The draft contract is coordinated with the Head of Department, Faculty Dean, Director of the Career, Practice and Employment Center (CCPE), Director of the Department of Academic Affairs (DAA), and the First Deputy Chair of the Board. 2. The Head of Department, together with the enterprise, develops and approves the dual training program (discipline syllabus), curriculum, and academic calendar by September 1 of the current year. 3. The Head of Department agrees with the enterprise on the timing of the dual training and the list of students to be involved. 4. The Faculty Dean prepares the draft order for the organization of dual training by September 1 for the first trimester, and by January 10 for the second trimester. 5. Conducting the dual training. <ol style="list-style-type: none"> 5.1. Transfer of the student assessment journal to the enterprise. 5.2. Evaluation of results by the enterprise. 5.3. Evaluation of results by KATU named after S. Seifullin. 5.4. Payment execution. <p>End</p>



	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

CONTRACT

ON THE ORGANIZATION AND IMPLEMENTATION OF DUAL EDUCATION

City of Astana

« » 20__ year

The Non-commercial Joint Stock Company "Kazakh Agro-Technical Research University named after S. Seifullin", hereinafter referred to as the "University", represented by the Chairman of the Board, acting on the basis of the Charter, on the one hand, and _____, hereinafter referred to as the "Enterprise", represented by the Director _____, acting on the basis of the Charter, on the other hand, have concluded this contract on the following:

1. SUBJECT OF THE CONTRACT

1.1 The Parties undertake to jointly organize and implement dual education for full-time students from 1st to 5th year of the University.

1.2 The purpose of dual education is the quality acquisition by students of professional education programs in accordance with the State Compulsory Educational Standards (GOSO) in the specialties: --- and the acquisition of practical skills in their future professional activities both at the University and at the Enterprise.

2. OBLIGATIONS OF THE PARTIES

2.1 The University undertakes to:

2.1.1 Develop dual education programs, curricula, academic calendars, and educational process plans jointly with the Enterprise;


2.1.2 Agree with the Enterprise on the timing of dual education and the list of students sent to the Enterprise;

2.1.3 Ensure the implementation of dual education programs; ensure students receive full education according to the state compulsory standards of higher and postgraduate professional education, curricula, and dual education programs; ensure students comply with the Enterprise's Charter, internal labor regulations, occupational safety, life safety, fire safety, and other local regulations applicable at the Enterprise, and the rules for using the Enterprise's property;

2.1.4 Monitor teachers' compliance with state compulsory standards of higher and postgraduate professional education, dual education programs, syllabi, professional modules, job descriptions, and duties;

2.1.5 Pay the Enterprise specialist for conducting the educational process within the framework of dual education (hourly payment according to the order of the NJSC "Kazakh Agro-Technical University named after S. Seifullin") based on the acceptance report of completed works;

2.1.6 Organize jointly with the Enterprise the procedure for assessing general and professional competencies according to the specialties in accordance with the state compulsory standards and dual education programs.

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

2.2 The Enterprise undertakes to:

- 2.2.1 Jointly with the Institution develop and approve dual education programs, curricula, academic calendars, and plans for ensuring the educational process;
- 2.2.2 Agree with the University on the timing of dual education and the list of students sent to the Enterprise;
- 2.2.3 Accept students for training in the agreed number and terms;
- 2.2.4 Ensure the implementation of dual education programs and safe conditions for dual education at the Enterprise, complying with the Charter, sanitary rules, occupational safety, life safety, and fire safety requirements;
- 2.2.5 Assign a mentor from among the most qualified specialists to each group or student for practical training according to the dual education program;
- 2.2.6 Provide students with training materials during the dual education period;
- 2.2.7 Ensure students' access to practical materials and processes, except for legally protected confidential information;
- 2.2.8 Ensure the mentor complies with the dual education program, job descriptions, including organizing student participation in production processes and conducting briefings;
- 2.2.9 Jointly organize with the University the procedure for assessing students' competencies acquired during dual education according to state compulsory standards and curricula.

3. CONTRACT DURATION


- 3.1 This contract is valid for ___ years, from 01.09.20__ to 01.09.20__.
- 3.2 Additional conditions and changes to the contract are considered by the Parties within ten days from receipt and formalized by supplementary agreements.
- 3.3 Additions to the contract are an integral part of it.

4. LIABILITY OF THE PARTIES

- 4.1 The Parties are liable for failure to fulfill their obligations under this contract in accordance with the legislation of the Republic of Kazakhstan.
- 4.2 The Parties are released from liability for non-performance or improper performance caused by force majeure.

5. MISCELLANEOUS

- 5.1 Issues not regulated by this contract are resolved in accordance with the legislation of the Republic of Kazakhstan.
- 5.2 Disputes arising in the course of fulfilling this contract are resolved by agreement of the Parties.
- 5.3 The Parties acknowledge equal legal force of handwritten and facsimile signatures on supplementary agreements, individual student contracts, and other documents related to this contract's execution, modification, or termination.

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19


This contract is drawn up in two copies, each having equal legal force.

5. Legal addresses and details of the Parties

University

NJSC "Kazakh Agro-Technical University
named after S. Seifullin" |
010000, Astana, Zhenis Ave. 62
BIN 070740004377
Account KZ 446010111000037373, Code 16
BIC HSBKKZKX
ARF JSC "People's Bank of Kazakhstan"
Phone: (8-7172) 31-75-47
Chairman of the Board
_____ (Name)

Enterprise

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Continuation of appendix B

**Appendix No. 1
to the Agreement No.
from " " 20**

list

_____ students of the faculty referred to
(name of faculty)

An enterprise within the framework of the implementation of dual training

No. p/p	Specialization	Trimester	Group	Number of students	Name of disciplines	Type of	Volume, hour	Training period

AGREED:

Head of the company

(signature)

(Full name)

Dean of the Faculty

(signature)


(Full name)

Head of the Department

(name of the department)

(signature)

(Full name)

	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin KATSU	2023 г.
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19

Continuation of appendix B


Appendix No. 2
to the Agreement No. _____
 from « _ » _____ 20 __ г.

The cost of services and the procedure for payments to the Company's specialist for conducting the educational process within the framework of dual training

The cost of services excluding VAT in the amount of _____ per hour (_____) tenge. Total hours _____, total amount _____ tenge. The payment is made upon the provision of services after the Parties sign the act of services rendered within 3 working days.

University	Company	Specialist
"Kazakh Agrotechnical Research University named after S. Seifullin" 010000, Astana, Zhenis zhangyly 62 BIN 070740004377 IIC KZ 446010111000037373 Code 16 BIC HSBKKZKX ARF JSC "People's Bank of Kazakhstan" Phone numbers: (8 – 7172) 31 – 75 – 47 Chairman of the Management Board _____ K.K. Aituganov		



	Regulations	Version 1
	on the organization and conduct of dual education at the S. Seifullin	2023 г.
	KATSU	
	NET INCOME OF GNI 02.2051-2023	Page 1 — 19