

**Non-profit joint stock company "Abai Kazakh National Pedagogical University"**



Approved

By the decision of the Board of Directors  
non-profit joint stock company  
"Abai Kazakh National  
Pedagogical University"  
from October 22, 2020  
Protocol No.1

*Changes have been made in accordance with Decision No.1 of  
March 29, 2021 following the results of absentee voting of the  
Board of Directors of the Abai Kazakh National Pedagogical  
University.*

Chairman of the Board of Directors  
*G.A. Isimbaeva* Isimbaeva G.A.



**"The procedure for selection and appointment of the Chairman of the  
Management Board - Rector and the election of members of the  
Management Board of a non-profit joint stock company  
"Abai Kazakh National Pedagogical University "**

**Almaty, 2020**

## 1. General Provisions

1. This Procedure for the selection and appointment of the Chairman of the Management Board - Rector and the election of members of the Management Board of the non-profit joint-stock company " Abai Kazakh National Pedagogical University " (hereinafter - the Procedure) has been developed in accordance with the Law of the Republic of Kazakhstan "On joint-stock companies", the Charter of the non-profit joint-stock company " Abai Kazakh National Pedagogical University "(hereinafter referred to as the Society) and other regulatory legal acts of the Republic of Kazakhstan and determines the procedure for electing (appointing) the Chairman of the Board - Rector, appointing a Board member on academic issues, electing Board members.

## 2. Procedure for the election (appointment) of the Chairman of the Management Board-Rector

2.1 Election (appointment) of the Chairman of the Management Board-Rector belongs to the exclusive competence of the authorized body of the relevant industry as the Sole Shareholder of the Company (hereinafter referred to as the authorized body).

The election (appointment) of the Chairman of the Board-Rector is carried out through an open competition (hereinafter referred to as the Competition) and includes the following stages:

- making a decision on holding the Competition;
- publication of the announcement of the Contest;
- Acceptance of documents from persons applying for the position of Chairman of the Board-Rector;
- making a decision on the admission of persons who submitted documents to participate in the Competition;
- consideration of documents of candidates applying for the position of Chairman of the Management Board-Rector at a meeting of the Board of Directors;
- consideration of documents of candidates applying for the position of Chairman of the Management Board-Rector at a meeting of the Republican Commission;
- making a decision on the election (appointment) of the Chairman of the Management Board-Rector by the authorized body as the Sole Shareholder.

2.2 The decision to hold a Competition for the position of Chairman of the Management Board-Rector is made by the Board of Directors. The board of directors determines the conditions, date and place of its holding.

2.3 The announcement of the Competition for the position of the Chairman of the Management Board-Rector of the Company in accordance with Appendix 1 is published in the official media, as well as on the Internet resource of the authorized body in the state and Russian languages ten calendar days before the date of the competition.

2.4 The main requirements for the selection of candidates for the position of the Chairman of the Management Board - Rector are:

- 1) the presence of higher and postgraduate education;

2) work experience of at least 3 years in managerial positions in educational organizations and (or) in authorized bodies in the relevant areas and (or) the presence of a scientific degree (candidate of sciences, doctor of sciences), or PhD.

2.5 The Competition is attended by everyone, including foreign citizens, who meet the requirements provided for in this Procedure.

2.6 To participate in the Competition, the following documents are submitted to the authorized body in paper and electronic media:

1) application in the form in accordance with Annex 2;  
2) a copy of the identity document of the participant of the Competition;  
3) track record of the participant of the competition with a color photograph of 3x4 in the form in accordance with Annex 3;

4) the development program of the higher education institution;  
5) copies of education documents and supplements to them with the presentation of originals for verification:

- copies of certificates of recognition or nostrification of these educational documents issued by the authorized body in the field of education are attached to copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions, with the exception of education documents issued by foreign higher educational institutions, research centers and laboratories citizens of the Republic of Kazakhstan - holders of the international scholarship "Bolashak", as well as those falling under the international treaty (agreement) on mutual recognition and equivalence;

- to the copies of educational documents issued to holders of the international scholarship "Bolashak" is attached a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint-stock company "Center for International Programs";

- copies of certificates of recognition of these educational documents issued by the authorized body in the field of education are attached to the copies of educational documents that are subject to an international treaty (agreement) on mutual recognition and equivalence;

6) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work;

7) medical certificate of health status (medical professional advisory opinion) in the form No.075/y, in accordance with the forms of primary medical documentation of healthcare organizations, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration normative legal acts No. 6697), issued no more than six months before the date of submission of documents;

8) a certificate from a neuropsychiatric organization, issued no more than one year before the date of submission of documents, in accordance with the legislation on public services;

9) a certificate from a narcological organization issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

10) a document confirming the absence of a ban on holding a position in accordance with criminal law.

In cases of implementation of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural and man-made nature, the service recipients of the Contest participants do not submit the documents specified in subparagraphs 7, 8 and 9.

Persons applying for participation in the Competition can provide additional information regarding their education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications and other information characterizing their professional activities, qualifications).

A person applying for participation in the Competition submits documents in accordance with clause 2.6 of this Procedure, as well as the development program of a higher education institution (hereinafter - the development program) to the authorized body within the period specified in clause 2.3 of this Procedure.

2.7 The decision on the admission of persons who submitted documents to participation in the Tender is made by the authorized body within five working days from the date of the end of the acceptance of documents. The list of persons admitted to participate in the competition, with all documents, is sent by the authorized body to the Corporate Secretary of the Board of Directors.

2.8 Persons are not allowed to participate in the Competition:

- 1) under twenty-five years old;
- 2) who has previously committed a corruption offense;
- 3) having an outstanding or unexpunged conviction;
- 4) who were registered in medical special institutions;
- 5) other cases provided for by the legislation of the Republic of Kazakhstan.

2.9 Documents of persons admitted to participate in the Competition, as well as development programs submitted by candidates, are considered at a meeting of the Board of Directors within seven working days.

Participation of a candidate in a meeting of the Board of Directors is mandatory.

2.10 Corporate Secretary:

1) ensures the publication of the announcement of the tender at the expense of the non-commercial joint stock company;

2) prepares documents for consideration at a meeting of the Board of Directors;

3) ensures the holding of a meeting of the Board of Directors for consideration of documents of persons admitted to participate in the Competition through videoconferencing (if necessary), performs video recording of the meeting, ensures storage of video recordings on electronic media;

4) ensures the conduct of secret voting through programs / applications or other electronic means that allows ensuring the secrecy of voting.

5) generates a list of candidates recommended by the Board of Directors for the position of the Chairman of the Management Board - Rector and sends it to the authorized body for consideration at a meeting of the Republican Commission.

2.11 A meeting of the Board of Directors shall be deemed competent if at least two thirds of the total number of members of the Board of Directors participate in the meeting.

Participation of a candidate in a meeting of the Board of Directors is mandatory.

2.12 It is allowed to hold a meeting of the Board of Directors to consider documents of persons admitted to participate in the Competition for the position of Chairman of the Management Board-Rector, in the videoconference mode (hereinafter - VKS).

2.13 The Board of Directors, after considering the development program of the higher education institution, by secret ballot and at least two-thirds of votes of those present at the meeting, determines the candidacy (candidates) for consideration by the Republican Commission.

2.14 In the case of a meeting of the Board of Directors to consider documents of persons admitted to participate in the Competition for the position of Chairman of the Management Board-Rector, in the videoconferencing mode, voting is carried out through programs / applications or other electronic method that allows ensuring the secrecy of voting.

2.15 Based on the results of consideration of documents of persons admitted to participate in the Competition for the position of Chairman of the Management Board-Rector, if they meet the requirements, the Board of Directors forms a list of recommended candidates for submission to the Republican Commission for consideration.

2.16 If documents of less than two candidates that meet the requirements established by this Procedure are submitted for consideration by the Board of Directors, or documents (competitive applications) were not received, or candidates were not recommended, the Board of Directors declares the Competition invalid and decides to hold a repeat Competition. If, following the voting results, less than two candidates received two-thirds of the votes, the Board of Directors cannot send the candidates to the Republican Commission for consideration, and the competition is declared invalid.

2.17 The protocol decision of the Board of Directors with all documents is submitted to the Republican Commission.

2.18 The composition of the Republican Commission is determined by the authorized body.

2.19 The Republican Commission examines the submitted documents and conducts an interview with the participants of the competition within 30 calendar days. Based on the results of the interview, a candidate for the position of Chairman of the Management Board - Rector is determined by a majority of votes by open vote.

In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, emergencies of a social, natural and man-made character, the Republican Commission conducts a competition for the election of the

Chairman of the Rector's Management Board online. The Republican Commission shall notify the candidates about the results of the competition after an open vote.

2.20 If, as a result of the interview, the Republican Commission did not identify a candidate for the position of the Chairman of the Management Board - Rector, the Board of Directors declares the competition invalid and decides to hold a repeated competition.

The materials of the competition commission, documents of the participants in the competition who received a positive conclusion of the competition commission, as well as the track record, application and documents of persons who did not pass the competitive selection, are stored in the personnel service of the authorized body.

2.21 The decision of the Republican Commission is the basis for the appointment of the Chairman of the Management Board - Rector.

Based on the positive decision made by the Republican Commission on the candidacy of the Chairman of the Management Board - Rector, the authorized body as the Sole Shareholder issues an order on the appointment of the Chairman of the Management Board - Rector and concludes an employment contract with him (hereinafter referred to as the Agreement).

2.22 An employment contract is concluded for a period of three years. At the end of the term, by agreement of the parties, the employment contract is extended or a decision is made to announce the Competition for the position of Chairman of the Management Board - Rector.

2.23 A probationary period is established in the employment contract. Upon the expiration of the probationary period, if the Chairman of the Management Board - Rector is found to be inconsistent with the position held, the Agreement is terminated by the Sole Shareholder in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

### **3. Appointment of a member of the Board for Academic Affairs.**

3.1 Appointment of a member of the Management Board for academic affairs is within the exclusive competence of the authorized body as the Sole Shareholder.

3.2 The Sole Shareholder independently determines the procedure for the appointment, determination of the term of office of a member of the Management Board on academic issues and early termination of his powers, as well as the procedure for considering issues of his disciplinary liability.

3.3 On the basis of a positive decision taken by the Sole Shareholder, the Chairman of the Management Board - Rector issues an order on the appointment of a member of the Management Board on academic issues and concludes an employment contract with him.

3.4 An employment contract with a member of the Board on Academic Affairs is concluded for a period determined by the Sole Shareholder. At the end of the term, by agreement of the parties, the employment contract is extended or terminated.

3.5 A probationary period is established in the employment contract. Upon the expiration of the probationary period, in the event that a member of the Board on

academic issues is found to be inconsistent with the position held, the employment contract is terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

#### **4. The procedure for the election of members of the Management Board (except for the Chairman of the Management Board-Rector and a member of the Management Board on academic issues)**

4.1 Determination of the number of members of the Management Board of the Company, their term of office and election of members of the Management Board (with the exception of the Chairman of the Management Board-Rector and a member of the Management Board on academic issues), as well as early termination of their powers and bringing to disciplinary responsibility are within the exclusive competence of the Board of Directors.

4.2 The election of members of the Board (with the exception of a member of the Board for academic affairs) is carried out through an open competition (hereinafter referred to as the Competition) and includes the following stages:

- making a decision on holding the Competition;
- publication of the announcement of the Contest;
- acceptance of documents from persons applying for the positions of members of the Management Board (except for a member of the Management Board on academic issues);
- consideration of documents of candidates applying for the positions of members of the Management Board (with the exception of a member of the Management Board for academic issues), interviewing and making a decision on election at a meeting of the Board of Directors.

4.3 The Board of Directors at its meeting determines the number of members of the Management Board of the Company and makes a decision on holding a Competition for the positions of members of the Management Board, determines the conditions, date and place of its holding.

4.4 The announcement of a Competition for the position of members of the Management Board of the Company (with the exception of a member of the Management Board for academic affairs) is published in the official media, as well as on the Internet resource of the authorized body in the state and Russian languages ten calendar days before the date of the competition.

4.5 The main requirements for the selection of candidates for the positions of members of the Board (with the exception of a member of the Board on academic issues) are:

- 1) the presence of higher and postgraduate education;
- 2) have at least 3 years of work experience in managerial positions in educational organizations and (or) in authorized bodies in the relevant areas.

4.6 Everyone who wishes, including foreign citizens, who meet the requirements provided for in this Procedure, can take part in the Competition.



4.7 To participate in the Competition, the Corporate Secretary is provided with the following documents in paper and electronic media:

- 1) application in the form in accordance with Annex 2;
- 2) a copy of the identity document of the participant of the Competition;
- 3) track record of the participant of the competition with a color photograph of 3x4 in the form in accordance with Annex 3;

4) copies of education documents and supplements to them with the presentation of originals for verification:

- copies of certificates of recognition or nostrification of these educational documents issued by the authorized body in the field of education are attached to copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions, with the exception of education documents issued by foreign higher educational institutions, research centers and laboratories citizens of the Republic of Kazakhstan - holders of the international scholarship "Bolashak", as well as those falling under the international treaty (agreement) on mutual recognition and equivalence;

- to the copies of educational documents issued to holders of the international scholarship "Bolashak" is attached a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint-stock company "Center for International Programs";

- copies of certificates of recognition of these educational documents issued by the authorized body in the field of education are attached to the copies of educational documents that are subject to an international treaty (agreement) on mutual recognition and equivalence;

6) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work;

7) medical certificate of health status (medical professional advisory opinion) in the form No. 086 / y, in accordance with the forms of primary medical documentation of healthcare organizations, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration normative legal acts No. 6697), issued no more than six months before the date of submission of documents;

8) a certificate from a neuropsychiatric organization, issued no more than one year before the date of submission of documents, in accordance with the legislation on public services;

9) a certificate from a narcological organization issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

10) a document confirming the absence of a ban on holding a position in accordance with criminal law.

In cases of implementation of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural and man-made



nature, the service recipients of the Contest participants do not submit the documents specified in subparagraphs 7, 8 and 9.

Persons applying for participation in the competition can provide additional information regarding their education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications and other information characterizing their professional activities, qualifications).

Persons applying for participation in the Tender submit documents in accordance with clause 4.7 of this Procedure to the Corporate Secretary within the period specified in clause 4.4 of this Procedure.

4.8 Persons are not allowed to participate in the Competition:

- 1) under twenty-five years old;
- 2) who has previously committed a corruption offense;
- 3) having an outstanding or unexpunged conviction;
- 4) who were registered in medical special institutions;
- 5) other cases provided for by the legislation of the Republic of Kazakhstan.

4.9 Corporate Secretary:

1) ensures the publication of the announcement of the tender at the expense of the non-commercial joint stock company;

2) accepts and prepares documents for consideration at a meeting of the Board of Directors;

3) ensures the holding of a meeting of the Board of Directors for consideration of documents of persons admitted to participate in the Competition through videoconferencing (if necessary), performs video recording of the course of the meeting, ensures storage of video recordings on electronic media;

4) ensures the conduct of secret voting through programs / applications or other electronic means that allows ensuring the secrecy of voting.

5) forms a list of candidates elected by the Board of Directors for the positions of members of the Management Board of the Company (except for a member of the Management Board for academic issues).

4.10 The Board of Directors reviews documents for compliance with the requirements of clause 4.5 of this Procedure, and conducts interviews with applicants for positions of members of the Management Board (with the exception of a member of the Management Board on academic issues) within seven working days.

4.11 A meeting of the Board of Directors shall be deemed competent if attended by at least two thirds of the total number of members of the Board of Directors.

Participation of candidates in a meeting of the Board of Directors is mandatory.

4.12 It is allowed to hold a meeting of the Board of Directors to consider documents of persons applying for the positions of members of the Management Board (except for a member of the Management Board on academic issues) and conduct an interview with them, in the videoconferencing regime.

4.13 If the candidate is unable to participate in a meeting of the Board of Directors to consider documents of persons applying for the positions of members of the



Management Board (except for a member of the Management Board on academic issues) and conduct an interview with them, through the VKS, the interview is postponed to another day, but no later than three working days. days, while the Corporate Secretary notifies the candidate one day before the next interview.

4.14 The Board of Directors, based on the results of consideration of documents of persons applying for the positions of members of the Management Board (with the exception of a member of the Management Board on academic issues) and holding an interview with them, by secret ballot by a majority vote, determines a candidate for the position of a member of the Management Board.

Work experience in managerial positions in higher educational institutions and / or in educational management bodies, other things being equal, is the primary basis for determining a candidate for the position of a member of the Management Board.

4.15 If documents of less than two candidates for the position of a member of the Management Board that meet the requirements established by this Procedure are submitted for consideration by the Board of Directors, or documents (competitive applications) were not received, were withdrawn, or candidates were not recommended, the Board of Directors shall declare the Competition invalid and take a decision on holding a repeated Competition.

The materials of the tender committee, documents of the tender participants who received a positive conclusion of the Board of Directors, as well as the track record, application and documents of persons who did not pass the competitive selection, are kept by the Corporate Secretary.

4.16 Based on the results of the interview, the Board of Directors makes a decision on the election of members of the Management Board, their term of office, but not more than 3 years (with the exception of the Member of the Management Board for academic affairs).

4.17 On the basis of the adopted positive decision of the Board of Directors, the Chairman of the Management Board - the Rector issues an order on the appointment of Members of the Management Board and concludes employment contracts with them.

4.18 An employment contract with each member of the Management Board (except for a member of the Management Board for academic affairs) is concluded for a period determined by the Board of Directors. At the end of the term, by agreement of the parties, the employment contract is extended or a decision is made to announce a Competition for the position of a member of the Management Board.

4.19 A probationary period is established in the employment contract. Upon the expiration of the probationary period, in the event that a member of the Management Board is found to be inconsistent with the position held, the employment contract is terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.