

	Institution «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev»	Quality Management System	
		Regulations on professor teaching staff	Changes № _____ Date _____ Ex. _____

APPROVED:  
Recto of EETI named  
after academician K. Satpayev  
Sivaraksha D. M.  
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## QUALITY MANAGEMENT SYSTEM

### REGULATION

### REGULATIONS ON PROFESSOR TEACHING STAFF

I «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev»	
Regulations on professor teaching staff	

## Introduction

**1 DEVELOPED BY** the Quality Management System, Standardization and Norm Control Management Service

**2 INTRODUCED** by the Quality Management System, Standardization and Norm Control Management Service

**3 DEVELOPER:**

Diba T. V. -Head of the Department of Management of the Quality Management System, Standardization and Standard Control

**4 APPROVED and PUT into EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute dated «26» February 2025. №7

**5 EXPERTS:**

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- 2) Kulbidyuk L. V.-Head of the department «Educational part».

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## 1 Scope of application

This Regulation on the teaching staff (hereinafter referred to as the Teaching Staff) defines the status, professional and personal qualities, duties, rights, and measures of encouragement and disciplinary action of the Institution «Ekibastuz Engineering and Technical Institute named after academician K.Satpayev (hereinafter referred to as the named after academician K. Satpayev) in the quality management system.

This Regulation is mandatory for use in all structural divisions of EETI Satpayev.

## 2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 №319-III «On Education (with amendments and additions»
- "Labor Code of the Republic of Kazakhstan" Code of the Republic of Kazakhstan dated November 23, 2015 № 414-V SAM;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 № 2. On approval of state mandatory standards of higher and postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018. On approval of Standard Rules for the activities of organizations of higher and postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan №152 dated April 20, 2011. On approval of the Rules for organizing the educational process on credit technology of training in organizations of higher and (or) postgraduate education;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024 № 4. On approval of qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

## 3 Basic concepts and definitions

*teaching staff* – employees, from among the teaching staff: teacher, senior lecturer, associate professor/associate professor, professor, head of the department, Dean of the faculty.

*rector* – the head of the university, who, in accordance with the Charter of the university, performs operational management and executes decisions of the Academic Council of the University.

*vice-rector* – deputy rector for a specific area of activity stipulated by the Charter of the University.

*The dean* is the head of the faculty in an educational institution of higher education, directly supervises educational, educational and scientific work at the faculty.

*Deputy dean*-deputy deans are appointed for various activities related to the provision of the educational process.

*head of the department* – the head of the department, under whose leadership all members of the corresponding department work.

*associate professor (associate professor), professor* – academic title and position of a teacher or researcher.

*senior lecturer* – a teaching position that occupies an intermediate position between a teacher and an associate professor. Senior teachers can give their own courses of lectures.

*teacher* – a teacher who is engaged in teaching seminars/practical and / or laboratory classes. As a rule, teachers without work experience are appointed to this position.

*Note: the qualification requirements and job responsibilities of each group of teaching staff are specified in the relevant QMS and Rules for competitive filling of vacant positions.*

## **4 Features of regulating the work of teaching staff**

4.1 Teaching staff of EETI named after Academician K. Satpayevs are highly qualified specialists, specialists with academic and academic degrees, who are actively engaged in teaching and scientific activities.

4.2 Status of the faculty of EETI named after Academician K. Satpayev is determined on the basis of the following components:

- high quality of teaching and research, scientific management of theses (projects), professional practices;
- regular (at least once every 3 years) professional development in the profile of the subjects taught;
- publications in scientific journals;
- implementation of research, applied and other projects.

4.3 Teaching staff of EETI named after Academician K. Satpayeva is a socially responsible person who actively supports the mission, strategy, goals and objectives of the university, and strictly complies with the requirements of the Code of Academic Integrity of an employee of Ekibastuz Engineering and Technical Institute named after academician K. Satpayev.

4.4 Teaching staff of EETI named after Academician K. Satpayev carry out educational, scientific, methodological and educational work provided for in the employment contract and individual plan within the framework of relevant educational programs.

4.5 Persons who have higher professional education are allowed to work at EETI named after academician K. Satpayev. The educational qualification is

confirmed by documents on the corresponding level of education and (or) qualification.

4.6 The conclusion of an employment contract to fill the position of a teaching employee, as well as transfer to the position of a teaching employee, is preceded by the election by competitive selection to fill the corresponding position.

4.7 In order to preserve the continuity of the educational process, it is allowed to conclude an employment contract to fill the position of a teacher without being selected by competitive selection to fill the corresponding position when applying for a part – time job-for a period of no more than one year, and to replace a temporarily absent employee who, in accordance with the law, retains employee's return to work.

4.8 In accordance with paragraph 15 of Order № 595 of the Ministry of Education and Science of the Republic of Kazakhstan, the Institute provides lectures by teachers who have the academic degree of "Candidate of Science" or "Doctor of Science", or the degree of " Doctor of Philosophy (PhD)", or "doctor of profile", or the academic degree of " Doctor of Philosophy (PhD)", or "doctor in profile", or the degree of " doctor of philosophy (PhD)", or "doctor in profile", and/or the academic title of " associate professor (associate professor)", or" professor " (if any), as well as with master's degrees in relevant sciences and (or) senior teachers who have experience of at least three years in the position of a teacher or practical work experience in the profile of at least five years.

Researchers, honored workers of culture, art, and sports, members of creative unions, or experienced specialists with practical work experience in the economic sector corresponding to the profile of the training area may be involved in giving lectures and / or conducting other types of training sessions.

4.9 Management of theses (projects) of students by teachers of the corresponding profile and (or) specialists engaged in labor activity in the training profile with at least 10 (ten) years of work experience.

## **5 Professional and personal qualities**

5.1 The teaching staff of EETI named after academician K. Satpayev are patriots of Kazakhstan and their university, they are an example of conscientious and creative attitude to their official duties, a model of high professionalism, striving to maintain a healthy moral and psychological climate at the Institute.

5.2 Academic staff of EETI named after Academician K. Satpayev is characterized by:

- honesty and intelligence;
- pedagogical skills;
- creative approach to the educational process;
- scientific competence, perseverance in implementing the results of research work;
- active citizenship;

- promotes the development and maintenance of inclusive education, i.e. participates in the organization of the educational process that ensures equal access to education for all students, taking into account special educational needs and individual opportunities;
- healthy lifestyle.

## **6 Responsibilities**

6.1 Comply with the requirements of the Institute's Charter, the Code of Academic Integrity of Ekibastuz Engineering and Technical Institute named after academician K. Satpayev. In accordance with the requirements of the qualification requirements in the regulatory documents, the employment contract and other regulatory acts of the Institute, it is necessary to carry out the following tasks in accordance with the requirements of the corresponding position, the Rules of internal labor and educational regulations, and to perform efficiently the functional and official duties established in accordance with the qualification requirements in the regulatory documents, the employment contract and other regulatory acts of the Institute.

6.2 Perform educational, scientific, methodological and educational work at a high professional level, ensuring the effectiveness and quality of the pedagogical process.

6.3 Develop students 'professional qualities, a clear civic position, the need to work in a modern society, as well as develop students' independence, social activity and creative abilities, respect their personal dignity, and take care of their moral and cultural development.

6.4 Improve theoretical knowledge, practical experience, methods and technologies of educational activities, pedagogical skills.

6.5 Improve your professional skills, master modern educational technologies, and constantly improve your communication skills in the field of foreign languages.

6.6 Carry out, using modern information technologies, the preparation of textbooks, training and teaching aids, software and information materials, visual aids necessary for the effective organization of the educational process.

6.7 Participate in the development of scientific cooperation with foreign colleagues.

6.8 Maintain order and discipline on the territory of the Institute, take care of the property of EETI named after academician K. Satpayev.

6.9 Promote the creation of a positive image of EETI named after academician K. Satpayev in Kazakhstan and abroad.

6.10 Actively involve students and undergraduates in research work.

6.11 Take an active part in career guidance work.

6.12 Take an active part in the educational activities of the Institute.

6.13 Comply with the requirements of reporting on scientific and pedagogical activities in a timely manner.

## **7 Rights**

Faculty of EETI named after academician K. Satpayev has the right to:

7.1 To elect and be elected to the governing bodies of the Institute and its structural divisions.

7.2 Participate in the formation of educational content of training that is adequate to the current level of development of science and new technologies.

7.3 Have academic freedom in the organization of the educational process, which is realized in the form of a set of powers of subjects of the educational process, granted to them for independent determination of the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods (p. 2-1 Order 152 of the Ministry of Education and Science of the Republic of Kazakhstan)

7.4 The teacher of the Institute independently chooses teaching methods, methods and forms of organizing and conducting training sessions based on the educational program, working curricula (syllabuses) and best international training practices (paragraph 30 of Order 595 of the Ministry of Education and Science of the Republic of Kazakhstan).

7.5 Use the facilities of educational, material and social infrastructure and the library and information fund of the Institute.

7.6 Participate in academic mobility programs – transfer of students or teachers-researchers, teachers for training, internships, or research for a certain academic period (semester or academic year) to another OHPE (within the country or abroad) with mandatory transfer of mastered learning outcomes (modules), academic programs, and disciplines in the form of academic credits in the following cases: to continue their studies in another OHPE (paragraphs 2-6 of Order 152 of the Ministry of Education and Science of the Republic of Kazakhstan)

7.7 Participate in solving topical issues of the institute's development.

7.8 Scientific works of teachers and researchers submitted for publication are allowed to be checked in loan detection systems (paragraph 29 of Order 595 of the Ministry of Education and Science of the Republic of Kazakhstan).

7.9 Receive material and moral incentives for conscientious work and be presented for awarding state awards.

## **8 Incentive and disciplinary measures**

8.1 Various forms of moral and material incentives are established for active research and teaching work, participation in social work.

8.2 Ethical violations of teaching staff are brought up for discussion at the Department's meetings and / or – the Disciplinary and Anti-Corruption Council of EETI named after academician K. Satpayev.



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8.3 For violation of the rules stipulated by the Charter and the Code of Academic Integrity of the Institute, disciplinary measures may be taken (remark, reprimand, severe reprimand) up to dismissal from the Institute.

## Registration sheet for changes, additions, and revisions to the document

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