

Alikhan Bokeikhan University		
Level 2 QMS Document	Revision No. 5 dated 02.11.2021 instead of the revision No. 4 of 09.11.2018	STU 141-01-2021
Standard		

REGULATIONS ON STRUCTURAL DIVISIONS
General requirements

STU 141-01-2021

Semey
2021

Preface

1 DEVELOPED AND INTRODUCED

Vice-Rector for Educational and Methodological Work

2 INTRODUCED INSTEAD OF 4 EDITIONS

3 DEVELOPED taking into account the requirements of ST RK 1.5-2018 GSTR RK. General requirements for the construction, presentation, design and content of national standards and recommendations for standardization.

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ALIKHAN BOKEIKHAN UNIVERSITY STANDARD

REGULATIONS ON STRUCTURAL DIVISIONS

General requirements

Date of introduction from 08.11.2021

1 Scope of application

This standard establishes general requirements for the content, as well as general rules for the development, adoption and registration, modification and revision of the regulations on the structural divisions of the University (hereinafter - the Regulations on the Divisions, Regulations).

This standard is applied by all departments of the university.

The Standard does not apply to the Provisions on Elected Governing Bodies (councils), as well as to the Provisions on Temporary Bodies (commissions).

2 Regulatory references

This standard establishes procedures in accordance with the requirements of the following regulatory documents:

The Law of the Republic of Kazakhstan "On Education" No. 319-III of the ZRK dated 27.07.2007;

Model Rules for the activities of organizations of higher and postgraduate Education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018;

ST RK ISO 9001:2016 Quality Management Systems - Requirements.

3 Definitions of terms, abbreviations and designations

3.1 staffing table: A document defining the structure, number and official composition of university employees and approved by the rector.

3.2 organizational structure: A network of managerial and functional services and units with connections that establish administrative and other relationships that ensure the effectiveness and quality of educational services.

3.3 Regulations on the structural unit (collective body, public and other organization of the University) (P): A document containing the organizational structure, goals and powers.

4 General provisions

4.1 The regulation on the subdivision is an internal organizational document developed for the purpose of organizational and legal consolidation of management functions for the subdivision, rational differentiation of powers, establishment of rights, duties and responsibilities of the head of the subdivision.

4.2 Regulations on divisions are an integral part of the documentation of the University's quality management system.

4.3 Regulations on divisions are the basis for the development of standard and, if necessary, personal job descriptions of employees of divisions.

4.4 Regulations on divisions are developed in accordance with the current organizational and management documents of the university and this standard.

4.5 Regulations on structural divisions are approved by the Rector's Decree.

5 General requirements for the construction, content and design of Regulations on divisions

5.1 The provisions on divisions generally include the following structural elements and sections:

- title page;
- preface;
- main purpose;
- regulatory bases of activity;
- division structure;
- goals and objectives of the structural unit;
- material and information support;
- ensuring working conditions and safety of personnel;
- record keeping and confidentiality;
- quality management system;
- applications (if necessary).

5.2 The composition and order of the sections of the Regulations, the names of individual sections may be changed taking into account the specifics of the division.

Regulations on divisions are drawn up in accordance with the requirements of this standard.

5.3 The first page of the title page of the Regulation is drawn up in accordance with the form F.01 - STU 141-01-2021.

Note – The text in italics in the frame on the title page is provided for information only.

5.4 On the next page after the title page (on its back), a preface is placed, which is drawn up in accordance with the form F.02-STU 141-01-2021.

5.5 The first page of the Regulations on the division is drawn up in accordance with the form F.03-STU 141-01-2021. The abbreviated name of the sub-division is given if it is established by the university office.

5.6 In the section "Main purpose" indicate:

- the place of the subdivision in the structure of the university (the subdivision can be either independent or part of a larger subdivision); subordination of the subdivision (to whom the subdivision reports - directly to the rector or vice-rector, head of department, service, department, etc.);

- the procedure for the creation and liquidation of the unit (if necessary).

5.7 In the section "Regulatory bases of activity", a list of external and internal regulatory documents is given, in accordance with which this Provision has been developed. With a large number of documents, this list can be made in relation to the sections of the Regulations and the functions of the division in the form F. 04-STU141-01-2021.

5.8 In the section "Subdivision structure", in accordance with the specifics of the subdivision, indicate:

- the structure of the subdivision, the procedure for its formation and approval;
- the procedure for appointment, removal and replacement of the head of the department;
- the order of formation of the staff of the unit.

The structure of the division is reflected in a textual way – by enumerating structural units (divisions, or groups of employees performing work in separate areas, or individual employees). It is also allowed to show the structure of the subdivision graphically – in the form of a diagram that reflects the structural units of the subdivision, administrative (solid lines) and, if possible, functional (dotted lines) relationships between them. Examples of such schemes are shown in Figure F.05-STU 141-01-2021.

A diagram of the subdivision structure can be placed in the appendix of the Regulation.

5.9 In the section "Goals and objectives of the structural unit" reflect:

- the purpose and objectives of the functioning of the structural unit.

In the Regulations on Divisions, as a rule, it is indicated that the responsibility of the employees of the division is established by official structures.

5.10 In the section "Record keeping and confidentiality" indicate the official responsible for record keeping.

If necessary, this section establishes the types of confidential information (documents), as well as the rules for handling this information.

5.11 Example of construction (layout) The regulations on the division are given in Appendix A. An example of construction (layout) The regulations on the department are given in Appendix B.

6 Development, approval, implementation and registration of regulations on divisions

6.1 Methodological guidance for the development of Regulations on Subdivisions is carried out by the HR Department.

6.2 Development and coordination of Regulations on structural divisions divisions carry out independently.

The development of the Regulation is carried out by the head of the department.

6.3 The contractor develops a draft Regulation on the subdivision (first edition), the construction, content and design of which must comply with the requirements of section 4. The project is drawn up both on paper and on electronic media.

6.4 The draft Regulations on the subdivision are coordinated with the higher-

ranking head and interested officials. The agreement can be carried out, for example, with:

- the head of the educational and methodological department;
- heads of departments with which this department interacts;
- head of the HR Department.

The specific composition of the coordinating units and officials is determined by the head of the unit.

6.5 Coordination of interaction with other departments is carried out on a bilateral basis.

6.6 The designation of the Position is assigned by the HR department in accordance with the classifiers of university documents. An example of the structure of the designation of the Position is given in the form F.01-STU 141-1-2021 and in accordance with the instructions for the documentation of the quality management system (I. 10.01/2021).

6.7 The approval and implementation of the Regulations on Divisions is carried out in accordance with 3.5 of this standard. Familiarization of the employees of the unit with the approved Regulations is organized by the head of the unit. The approved Regulation is stored in the Personnel Department.

6.8 Copies are taken from the approved Regulations, which are sent to:

- the head of the department;
- structural units of the university that interact with this unit (if necessary).

7 Modification, revision and cancellation of the Regulations on Divisions

7.1 Changes to the Regulations on Divisions are made by the heads of divisions in the following cases:

- with a planned revision of the Situation;
- when reorganizing, renaming a division and changing its subordination, as well as changing the staffing table;
- when changing the regulatory bases of activity;
- at the initiative of the management and employees of the department in order to improve the activities;
- based on the results of internal and (or) external audits of the university's quality management system.

7.2 The procedure for approving amendments to the Regulations is similar to the procedure for approving the Regulations (section 5). The deadline for making changes is one month.

7.3 If it is necessary to make a large number of changes, a new version of the Regulations is developed (section 5).

7.4 The planned revision of the Regulations is carried out by the heads of divisions at least once every five years, including after re-election to the position.

7.5 Cancellation of the current Regulations on the subdivision is carried out upon approval of a new edition or liquidation of this subdivision. If necessary, make appropriate changes and additions to the existing organizational and management documents of the university.

Applications**Form F.01-STU 141-01-2021****Title page of the Division Regulations**

ALIKHAN BOKEIKHAN UNIVERSITY

QMS Level 3 document	Revision No. 1 of _____	P.XX.XX/20 __
Position		

REGULATION ON (ABOUT) ()**Name of the subdivision (abbreviated name)**

In the designation of the Position:

P – designation of the type of document (Position);

XX–document class;

XX is the serial number of the document

The name of the Regulation indicates the type of subdivision (branch, university, faculty, department, management, service, department, etc.), its full and abbreviated (if available) names

Semey**20**__

Form F.02-STU 141-01-2021

Preface of the Regulations on the division

P XX.XX – 20__

Preface

1. Developed

name of the division

Head of the department _____

signature, date, initials, surname

2. Agreed

with _____

name of the division

position of the head signature, date, initials, surname

with _____

name of the division

position of the head signature, date, initials, surname

3 Approved and put into effect

Academic Council of the University

Protocol no. ___ from " ___ " _____ 20 _____

Rector _____ " ___ " _____ 20 _____

(signature)

Form F.03-STU 141-01-2021

The first page of the Regulations on the division

1 Main purpose

_____ (_____)

full name of the division abbreviated

the name

is a structural subdivision of the university (university, faculty, department)

_____,
full name of the university, faculty, department

organizes and implements.....(goals, tasks.....).

Directly subordinates(university official).

2 Regulatory bases of activity

The activity of the division is regulated by the following normative documents:

The Law of the Republic of Kazakhstan "On Education"

The Law of the Republic of Kazakhstan "On Science"

Other laws (specific laws....)

Regulatory documents of the Government of the Republic of Kazakhstan (specific rules, instructions...)

Regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan (specific rules, orders, instructions, instructions, instructional letters...)

The Charter of Alikhan Bokeikhan University, approved by.....

Regulations of the University

Orders and orders for the university ... (specific)

Quality Policy of Alikhan Bokeikhan University

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TEXT BY CONTENT

Form F.04 – STU 141-01-2021

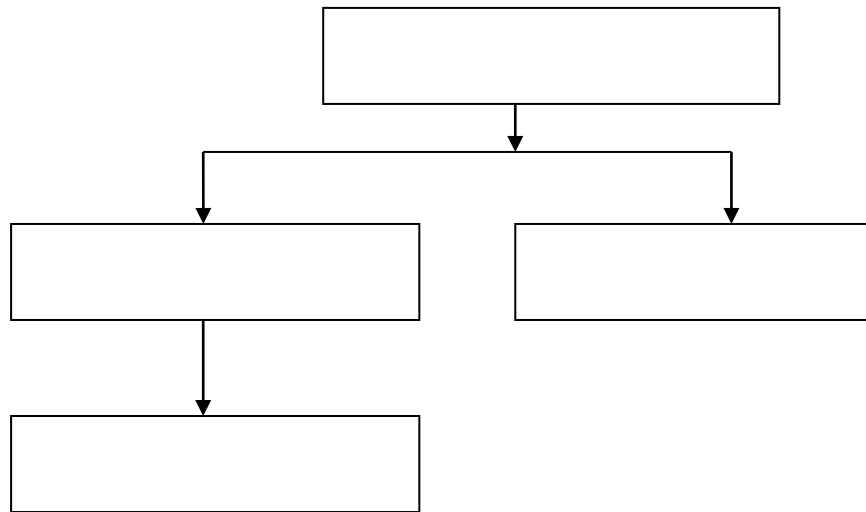
The list of regulatory documents required
for the implementation of the functions of the division

Section, para- graph of the provision	Name of the document
--	----------------------

3.1.2 Tariff and qualification characteristics (requirements) for the positions of employees of educational institutions. Order of the Ministry of Education of the Republic of Kazakhstan No. _____ from _____.
...	
3.3.1	.
...	_____ The procedure for filling positions of the teaching staff
4.1	
4.2
...

Form F.05-STU 141-01-2021

Diagram of the division structure



Appendix A
(recommended)

Layout of the Division Regulations

1 Main purpose

_____ (_____)

full name divisions abbreviated

the name

is a structural subdivision of the university

_____ ,

(full name of the department, faculty, department)

organizes and implements.....(goals, tasks.....).

Directly subordinates(university official).

2 Regulatory bases of activity

The activity of the division is regulated by the following normative documents:

The Law of the Republic of Kazakhstan "On Education".....

The Law of the Republic of Kazakhstan "On Science".....

Other laws (specific laws....)

Regulatory documents of the Government of the Republic of Kazakhstan (specific rules, instructions...)

Regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan (specific rules, orders, instructions, instructions, instructional letters...)

The Charter of Alikhan Bokeikhan University, approved by.....

Regulations of the University

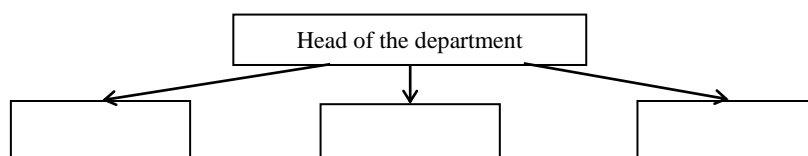
Orders and orders for the university ... (specific)

Quality Policy of Alikhan Bokeikhan University

.

3 Division structure

3.1 The composition of the division and the scheme of administrative (vertical) and functional (horizontal) relationships are shown in the figure



3.2 The procedure for appointment, removal and replacement of the head of the department.

3.3 The procedure for forming the staff of the unit.

.....

4 Goals and objectives of the structural unit

4.1

4.2

.....

5 Material and information support

5.1

..... 5.2

.....

6 Ensuring working conditions and safety of personnel

6.1

6.2

.....

7 Record keeping and confidentiality

7.1 The person responsible for office work is appointed(see appendix)

7.2 Protection of confidential information.....

.....

8 Quality management system

.....

Applications

Appendix A. List of regulatory documents

Appendix B. Distribution of duties (responsibilities) of personnel

.....

Appendix B

(recommended)

Layout of the regulations on the department

1 Main purpose

Department _____ (_____)

the full name of the department (abbreviated name)

is a structural subdivision faculty

_____.

(full name of the faculty)

The department organizes and implements the educational process according to educational training programs (for graduating departments):

Specialists in the direction of, including educational programs,,,,.....;

bachelors and masters in the direction of

The department trains PhD specialties

The department participates in the implementation of educational programs in terms of the study of disciplines:

(generalized name).

The department conducts training and advanced training of personnel by

2 Regulatory bases of activity

The Law of the Republic of Kazakhstan "On Education"

The Law of the Republic of Kazakhstan "On Science"

Other laws (specific laws....)

Regulatory documents of the Government of the Republic of Kazakhstan (specific rules, instructions...)

Regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan (specific rules, orders, instructions, instructions, instructional letters...)

The Charter of Alikhan Bokeikhan University, approved by.....

Regulations of the University

Orders and orders for the university ... (specific)

Quality Policy of Alikhan Bokeikhan University.

The order of the university on the formation of the department from no .

Order of the Ministry of Education on licensing for the training of specialists (bachelors, masters) by specialty (direction)

..... (for graduating departments) from no.

3 Department management structure

3.1 Administrative management structure

3.1.1 The composition of the department and the scheme of administrative and functional relationships is shown in Figure 1 (an example for the graduating department).

3.1.2 Head of the Department (formulates a strategic concept.....; organizes and conducts; plans; provides resources.....; organizes; controls; analyzes; makes decisions aimed at continuous improvement of the educational process.)

3.1.3 The deputy head of the department performs the functions of the head of the department in his temporary absence; including the relationship of the department with the university administration, its departments (services), as well as students.

A part of the powers of the head of the department may be transferred to the deputy head of the department without transferring responsibility.

3.1.4 Teachers - heads of cycles of academic disciplines provide guidance on methodological support of the educational process in cycles of disciplines taught by

the department. From among these teachers, a person responsible for methodological work at the department is appointed.

3.1.5 Curators of study groups (courses) are appointed by the Order of the Dean of the faculty on the recommendation of the head of the department.

curators:

- carry out organizational and educational work in groups;
- organize the interaction of students and the administration of the university, faculty, department.

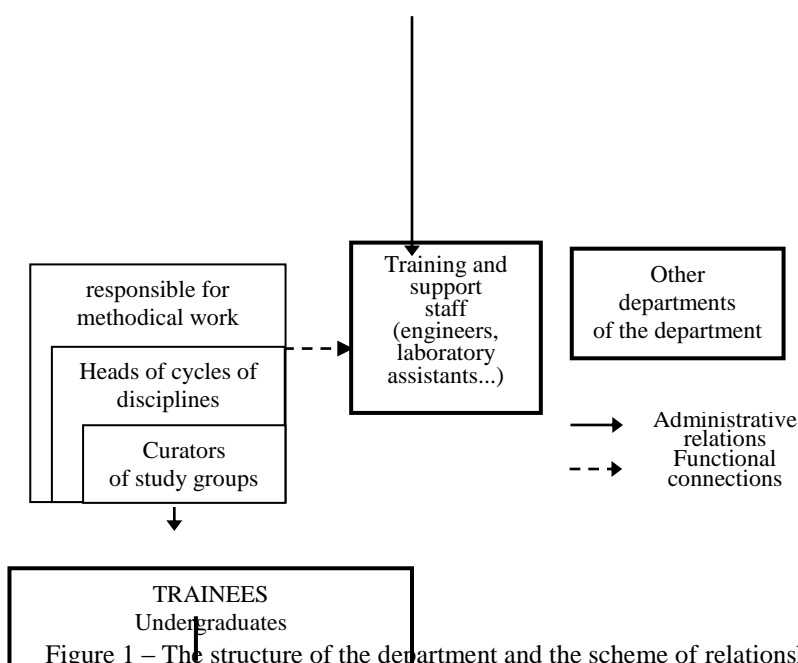


Figure 1 – The structure of the department and the scheme of relationships

3.2 The procedure for forming the staff of the department

3.2.1 The staff schedule of the department is established by the order of the university at the organization of the department and is adjusted annually depending on the number of trainees and the academic load of teachers established for the next academic year.

3.2.2 To temporarily fill a vacant position to perform the duties of a professor, associate professor or assistant, teachers and employees of both this department and other departments and departments of the university may be engaged as part-timers for 0.5, 0.25 or 0.125 rates, as well as for 0.75 rates of research, industrial and other organizations.

3.2.3 For participation in the work of state, examination and attestation commissions, management of diploma and course projects or works, for reviewing students' works, for organizing production practices, as well as conducting certain types of training sessions, employees of other organizations may be involved in work on an

hourly basis.

3.3 Replacement of positions

3.3.1 The replacement of positions of the teaching staff is carried out on a competitive basis or in some cases by signing a contract with them in accordance with the Regulations on the replacement of positions of the teaching staff in higher educational institutions.

The replacement of these positions on a temporary basis (part-timers) and on the basis of hourly pay is carried out according to the order of the university.

3.3.2 Deputy heads of the department, cycle managers, responsible for methodological work, secretary (responsible for office work) are appointed by the Order of the head of the department.

3.4 Job responsibilities

3.4.1 The main duties of the staff of the department are established by the approved job descriptions, as well as the terms of employment contracts.

Assignments to teachers in academic disciplines and types of classes are determined annually before the beginning of the next academic year by the head of the department based on approved assignments to the department and staffing.

3.4.2 The distribution of functions and responsibilities of the staff of the department related to organizational, methodological, educational, informational and other activities is established by the head of the department and is registered in the form(The order of the head of the department, the matrix of distribution of responsibilities, personal job descriptions ...).

4 Functions of the department

4.1 Planning, monitoring, analysis and continuous improvement

4.1.1 Planning of the educational process

4.1.2 Control of the educational process

4.1.3 Analysis and improvement of the educational process

4.1.4 Interaction with secondary educational institutions (suppliers of applicants) and enterprises (consumers of graduates)

.....

4.2 Implementation of educational programs

.....

4.3 Methodological support of the educational process

4.3.1 Development of work programs of academic disciplines

4.3.2 Preparation and publication of textbooks, lecture notes, methodological guidelines.....

4.3.3 Setting up (modernization) of laboratory work

.....

4.4 Research work

.....

4.5 Training and advanced training of scientific and methodological and educational support personnel

4.5.1 Preparation of undergraduates

4.5.2 Preparation of doctoral students

4.5.3 Professional development of teachers

4.5.4 Professional development of training and support staff

.....

4.6 Organizational and educational work

.....

5 Work planning and reporting

5.1.....

5.2 The sequence and timing of the start and end of work, submission of information and documents are given in Appendix B.

6 Relationships

6.1 Relationship with the Dean of the Faculty

.....

6.2 Relations with University management units.....

6.3 Relations with faculties and departments

.....

6.4 Relationships with methodological, scientific, etc. tips

.....

6.5 Relations with public organizations (trade unions, academies, student organizations, etc.)

.....

6.6 Relations with the scientific and methodological council and commissions of the educational and methodological association; related departments of other universities

.....

7 Record keeping and confidentiality

7.1 Clerical work is carried out by an assistant or secretary of the department. The formation of cases is carried out in accordance with the nomenclature of cases approved by the head of the department. Responsibility for the conduct of individual cases, the place of storage and the terms of storage of individual documents is established by the head of the department.

7.2 Registration, storage, organization of access and write-off of term papers and theses (projects) is carried out

7.3 The procedure for handling documents containing confidential information is established by the instructions of the department (university)

.....

8 Quality management system

8.1 The department implements elements of the quality management system of the educational process. Quality management system documents are being implemented (the department's Policy in the field of quality has been adopted; documents of the quality management system of the cathedral level are being developed, etc.).

8.2 The evaluation of the effectiveness and efficiency of the quality management system (processes and educational services, as well as scientific activities) is carried out by the management of the department, experts of working groups and is registered.

8.3 The head of the department annually analyzes the effectiveness and efficiency of the work of the team and develops a long-term plan of measures to improve the activities.

.....

Appendix A. Regulatory and methodological documents

Appendix B. Distribution of staff responsibilities

Appendix B. Calendar schedule (matrix) of works

Appendix G. Nomenclature of cases

8 Change Registration Sheet

Sequence number of the change	Section, paragraph of the document	Type of change (replace, cancel, add)	The number and date of the notification	has been changed recorded	
				Date	Surname and initials, signature, position

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