

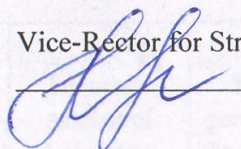
Educational Institution "Alikan Bokeikhan University"		
Level 3 QMS document	Edition No 1 dated 22 november 2021 г.	P.02.10/2021
Position		

**POSITION  
ABOUT RISK MANAGEMENT**

**Semey, 2021**

**Foreword****1. DEVELOPED**

Vice-Rector for Strategic Development and Science

 Kaishataeva A.K. «19» 11 2021 y.**2. RECOMMENDED**Educational and Methodological Council of the University for intrauniversity use  
Protokol № 2 «22» november 2021 y.**3. APPROVED**Rector of the University  Sh. A. Kurmanbayeva

INTRODUCED FOR THE FIRST TIME



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## **1. General provisions**

1. This Regulation on risk management (hereinafter referred to as the Regulation) reflects the vision, goals and objectives of the risk management system (hereinafter referred to as the RMS) at the university, defines the risk management structure, the main components of the risk management system, provides a systematic and consistent approach to the implementation of the risk management process .

2. This Regulation applies to all types of activities of the University. The regulation is mandatory for familiarization and application by all structural divisions and all employees of the university. In the performance of functional duties and the implementation of the tasks set, each employee is guided by the standards set forth in this Regulation.

3. This Regulation is a mandatory document, which should be familiarized with newly hired employees when they are employed in the organization.

4. RMS policies and procedures are being implemented in stages, so the dates for implementation and full compliance will depend on the specific phase of development of the overall RMS.

## **2. Basic terms and concepts**

Within the framework of the risk management system, the following terms mean:

1) risk management system (RMS) - a set of principles, methods and procedures that make up a single system of relationships and procedures that ensure the implementation of the risk management process at all levels of the university;

2) risk management (RM) - a continuous process carried out by the administration, heads of structural divisions and employees in order to identify potential events that may affect the activities of the university, maintain the degree of their impact within acceptable limits for the university, and is used in strategic and operational management to providing sufficient confidence in the achievement of strategic and operational goals;

3) risk - the probability of an adverse impact of an event or action on the object and subject of the university's activities, as well as the probability of not achieving or not fulfilling in full the target indicators and indicators provided for in the program documents and strategic plans of the university;

4) risk assessment - includes determining, on the basis of qualitative and (or) quantitative approaches, the likelihood of a negative event and the impact of consequences

5) level of risk - the amount of risk, expressed as a result of a combination of consequences and the likelihood of their occurrence;

6) source of risk - an object that, alone or in combination with others, has the ability to cause an increase in risk;

7) risk analysis - an action carried out to identify the highest likelihood of occurrence and the impact of risk on a particular area of activity of the university.

### **3. Goal and tasks**

1. The purpose of this Regulation is to build an effective integrated system and create an integrated risk management process as an element of university management in all activities to ensure stability.

2. The tasks of risk management are:

1) introduction and improvement of the university management system aimed at preventing or reducing potentially negative events;

2) ensuring a continuous risk management process based on timely identification, assessment, analysis, monitoring, control to ensure the achievement of the set strategic and statutory goals;

3) preventing the occurrence of events that threaten the achievement of strategic and operational goals, reducing their impact to an acceptable level

4) providing reasonable assurance to stakeholders that the university is effectively managing risk.

### **4. RMS participants and stakeholders**

1. Participants of the RMS of the Company are represented at all levels of management of the organization and include the following categories of participants:

1) Rector of the university;

2) Academic Council of the University;

3) Head of the educational program;

4) Other structural divisions and employees of the university.

2. Responsibility and powers of participants in the risk management system are determined by the Regulations on the structural unit, job descriptions and other internal documents of the university.

3. External stakeholders are represented by government agencies, creditors, service providers and consumers, stakeholders and other persons whose interests depend on the activities of the university.

4. External stakeholders have an interest in the proper functioning of the RMS, since their interests will be better protected if the system is functioning effectively.

### **5. Functions and responsibilities of participants in the risk management process**

12. The rector is the leader who bears key responsibility to the founder for risk management issues.

13. The Academic Council performs the following functions:

1) approval of the Risk Management Regulations;

2) approval of key risk indicators;

3) consideration of reports on the effectiveness of the RMS.

14. The head of the educational program in the field of risk management performs the following functions:

- 1) identification of risks based on the Corrective Action Plan based on the results of an internal audit;
- 2) implementation of corrective actions.

15. Structural divisions and employees of the university are important participants in the RMS, as they "own" the risks within their powers and competencies. Ownership of risks implies the need to manage such risks.

16. Structural units and university employees (risk owners) perform the following functions:

- 1) identification of risks and their factors based on the annually approved Internal Audit Plan;
- 2) provision of periodic reporting at the meeting of the Academic Council and the Educational and Methodological Council of the University;
- 3) participation in the development of methodological and regulatory documentation within their competence and authority on risk management issues;
- 4) risk management within their competences and powers;
- 5) implementation of approved risk response measures.

## **6. Risk Management Process**

17. The risk management system is divided into the following stages:

- 1) collection of information;
- 2) risk identification;
- 3) risk assessment;
- 4) risk response;
- 5) risk monitoring.

18. The result of collecting information, identifying and assessing risks can be an understanding of the strengths, weaknesses, opportunities and threats (SWOT analysis) of the risk management system, as well as determining the goals that need to be achieved and the tasks that need to be solved. SWOT-analysis is carried out by the structural unit responsible for risk management issues in order to analyze and continuously improve the applied approaches to risk management issues.

19. The University takes into account the internal environment by analyzing the above factors, which is reflected in the definition of strategic and operational goals.

20. Risk identification involves determining the exposure of the university to the influence of risks, the occurrence of which may adversely affect the ability to achieve the planned goals and implement the tasks set.

21. In accordance with the main international standards and practices of risk management, the university regularly conducts risk identification with the participation of employees of all structural divisions in order to identify the maximum range of risks, increase awareness of the surrounding risks at a meeting of collegiate management bodies.

22. To identify risks, a combination of different methods and tools is used, such as identifying risks based on goals and objectives, meetings, seminars and discussions, interviews and surveys, checks and monitoring of the documentary base and learning outcomes.

23. The risk assessment process is carried out in order to identify the most significant (key) risks that may adversely affect the activities of the university and the achievement of

strategic goals and objectives. These risks in the form of reports on the work of each structural unit should be submitted for review to the Academic Council of the university.

24. Risk response is the adoption of managerial decisions at various levels of the university in order to reduce the likelihood of risk realization or reduce the negative effect of the consequences of the risk that has occurred.

25. Risk response can be aimed at minimizing the likelihood of risk realization (preventive measures) or at minimizing the negative consequences of the risk that has occurred (reactive measures).

26. Information and communication, as a component of the risk management process, determines the qualitative requirements for the information used by the university in its activities, as well as the requirements for the processes of obtaining, transmitting and using information between all participants in the RMS.

27. Information created and received within the university must be reliable, timely and consistent with the forms and attributes.

28. The procedure for receiving, transmitting and using information should ensure the movement of information Top-down, horizontally and Bottom-Up.

29. Top-down flow of information can be provided by the following:

- 1) management meetings;
- 2) periodic meetings of the Management with the whole team;
- 3) periodic appeals of the Management through the internal information channels of the university (mail, etc.).

30. The flow of information horizontally can be ensured using the following:

- 1) clear regulation of business processes;
- 2) including the prescribed responsibility of the participants in the process;
- 3) identification and elimination of process barriers (incompatibility of forms and terms for providing information).
- 4) introduction of electronic document management;
- 5) holding thematic meetings and working groups.

31. The flow of information from the bottom up can be ensured using the following:

- 1) periodic meetings of the Management with the entire team, at which each employee has the opportunity to speak, regardless of his position and status;
- 2) effective and transparent work of the head's blog.

32. In the process of risk management, the exchange of information between the structural units of the university should be ensured. All materials and documents prepared within the framework of the RMS are coordinated with interested departments, which make their comments and suggestions. The following are submitted to the Academic Council at least once a year: an analysis of key risks and an action plan for managing key risks.

33. Information on identified, assessed and occurring risks, as well as information on the implementation of measures to manage key risks is formed and brought to the attention of stakeholders.

34. Risk monitoring is:

- 1) monitoring on a periodic basis in order to establish the effectiveness and relevance of certain risks or changes in the degree of risks (identification of residual risk);

