**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN**

**NJSC "CASPIAN UNIVERSITY OF TECHNOLOGIES AND ENGINEERING**

**NAMED AFTER SH. YESSENOV"**

**APPROVED BY**

By the decision of the board of directors

NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov"

Minutes No. 2 dated 06.11.2020

**CLASSIFIER OF INTERNAL DOCUMENTS**

**1. Documents approved by the Sole Shareholder of the NAO " Caspian University of Technology and Engineering named after Sh.Yessenov»:**

1) Charter of the NAO " Caspian University of Technology and Engineering named after Sh. Yessenov»;

2) The Code of Corporate Governance of the NAO " Caspian University of Technology and Engineering named after Sh. Yessenov»;

3) Annual financial statements of NAO " Caspian University of Technology and Engineering named after Sh. Yessenov»;

4) Regulations on the Board of Directors of NAO " Caspian University of Technology and Engineering named after Sh. Yessenov»;

**2. Documents approved by the Board of Directors of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov":**

1) Strategic Plan (Development Program) of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

2) Development plan of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov", clarifications to it;

3) Report on the implementation of the Development Plan of the Caspian University of Technologies and Engineering named after Sh. Yessenov;

4) Regulations on the procedure for selection and appointment of the Executive Body - President of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

5) Regulations on the procedure for selection and appointment of vice-presidents in the areas of activity of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

6) Regulations on the corporate secretary of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

7) Regulations on the Internal Audit Service of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

8) Regulations on remuneration and bonuses for the president, vice presidents, and chief accountant of the Caspian University of Technologies and Engineering named after Sh. Yessenov;

9) Organizational structure of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov" and its staff.

10) Regulations on ensuring the safety of commercial and official secrets of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

11) Rules of competitive replacement of positions of the teaching staff and scientific workers of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

12) Rules for admission of students to educational programs of higher and postgraduate education at the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

13) Amounts of tuition fees for educational programs of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

14) Forms and requirements for filling out documents on education of your own sample.

15) Regulations on the procedure and conditions for the provision of travel and entertainment expenses, the amount of compensation for various services (communications, transport services, etc.) in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

16) Accounting policy of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

17) Regulations on the assessment of the performance of the board of directors, committees of the board of directors, vice presidents in areas of activity, the internal audit service, and the corporate secretary.

18) Work plan of the board of directors of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

19) Regulations on the transfer of property of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov" into property lease.

20) Annual audit plan of the internal audit service of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

21) Classifier of internal documents of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov".

**3. Documents approved by the decision of the Academic Council of the Caspian University of Technologies and Engineering named after Sh. Yessenov:**

1) Academic policy of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

2) Anti-corruption policy of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

3) Personnel policy of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

4) The Code of Academic Integrity of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

5) Code of corporate culture of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

6) Regulations on assessing the activities of teaching staff on key performance indicators.

7) Regulations on the hostels of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

8) Regulation on research activities.

9) Regulations on the journals published by the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

10) Internal regulations of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

11) Regulations on the provision of benefits for tuition fees for educational programs of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

12) Regulations on the activities of the Academic Council of the Caspian University of Technologies and Engineering named after Sh. Yessenov;

13) Regulations on the award of an educational grant (scholarship) of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

14) Regulations on the assignment of vacant grants released in the course of training.

15) Regulations on the Academic Council of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

16) Regulations on the Research Council of the Caspian University of Technologies and Engineering named after Sh. Yessenov;

17) Regulations on the public council of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

18) Regulations on the production council of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

19) Regulations on the commissions of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

20) Regulations on the conditions of remuneration, material incentives, bonuses and other remuneration of employees of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

21) Rules of competitive filling of positions of administrative and managerial personnel and other employees of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

22) Other internal documents on scientific, educational, methodological, and educational activities of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov".

**4. Documents approved by the Executive Body - the President of the Caspian University of Technologies and Engineering named after Sh. Yessenov:**

1) Educational programs of higher and postgraduate education.

2) Price list of the cost of paid services rendered by NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

3) Staffing table of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov", taking into account the staffing level approved by the Board of Directors.

4) Distribution of duties, as well as areas of authority and responsibility between the President and Vice-Presidents of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

5) other internal documents adopted in order to organize the activities of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov".

**5. Documents approved by the decision of the academic, research, public, production councils of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov":**

1) Instructions on labor protection in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

2) Standard form of the Labor agreement with the employees of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

3) Standard form of agreement with students of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

4) The procedure for organizing and conducting professional practice in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

5) How to implement the continuous improvement strategy

Kaizen at the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

6) The procedure for recognizing the learning outcomes obtained through non-formal education in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

7) The procedure for announcing an open competition for the implementation of research projects financed from the university.

8) The procedure for organizing the work of the academic bureau of the faculties of the university.

9) Instruction on the development of educational and methodological literature.

10) The procedure for the final certification of students at the NJSC "Caspian University of Technology and Engineering named after Sh. Yessenov";

11) Instruction on granting academic leave to students of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

12) The procedure for current monitoring of progress, intermediate and final certification of students at the NJSC "Caspian University of Technology and Engineering named after Sh. Yessenov";

13) Instruction on ensuring sanitary safety in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

14) The procedure for organizing the educational process of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

15) Social package for students of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

16) The procedure for organizing the educational process with the use of distance educational technologies in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

17) Instruction on electronic educational publications in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

18) The procedure for checking written works for borrowings in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

19) The procedure for holding a competition for grants for projects "Small grants projects";

20) The procedure for registration of monographs in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

21) The procedure for the transfer and restoration of students to the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

22) Instructions on the procedure for assessing the educational achievements of students;

23) The procedure for ongoing monitoring of progress, intermediate and final certification of students using distance learning technologies at the NJSC "Caspian University of Technology and Engineering named after Sh. Yessenov";

24) The procedure for the preparation of syllabuses in the NJSC "Caspian

University of Technology and Engineering named after Sh. Yessenov ";

25) The procedure for the development of educational - methodological complexes

disciplines in the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

26) The procedure for accepting documents for academic mobility students;

27) The procedure for issuing duplicate diplomas and annexes to it;

28) Instructions on information security of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov"

29) Regulations on structural divisions of NJSC "Caspian

University of Technology and Engineering named after Sh. Yessenov ";

30) Regulations on the Conciliation Commission of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov" (together with the trade union organization);

31) Regulations on the Caspian Entrepreneurship Center.

32) Job descriptions of employees of structural divisions of the NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov";

33) other documents adopted in order to organize the activities of NJSC "Caspian University of Technologies and Engineering named after Sh. Yessenov", not related to documents approved by the board of directors and the academic council.