

APPROVED  
 by decision of the Board  
 “International Information  
 Technology University” JSC  
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## RULES FOR ORGANIZATION OF DUAL EDUCATION

**R - 46**

**Edition 1**

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## 1 PURPOSE AND SCOPE OF APPLICATION

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1.1 These Rules for the organization of dual education determine the procedure for organizing the education process in the implementation of dual education.

1.2 The rules are an internal regulatory document that is mandatory for implementation in the implementation of dual education at International Information Technology University JSC (hereinafter referred to as IITU JSC).

## 2 REGULATORY REFERENCES

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2.1 Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319- III;

2.2 "Model rules for the activities of higher and postgraduate education organizations" (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595);

2.3 "State Compulsory Standard of Higher and Postgraduate Education" (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2);

2.4 "Rules for organizing the education process using credit technology of education in organizations of higher and (or) postgraduate education" (Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152);

2.5 "Rules for organizing dual education in organizations of higher and (or) postgraduate education" (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 27, 2023 No. 361).

## 3 BASIC TERMS AND ABBREVIATIONS

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### 3.1 Basic terms

**Dual education** is a form of personnel training that combines training in an education organization with mandatory periods of industrial training and internship at an enterprise (organization) with the provision of jobs and compensation payments to students, with equal responsibility of the enterprise (organization), education institution and student;

**Dual education agreement** – a written agreement between the student, the enterprise (organization) providing a workplace for industrial training and internship, and the HEO, regulating the conditions and procedure for industrial training and internship;

**A mentor** is a qualified employee of an enterprise (organization) who is proficient in production technologies or the service sector and who supervises industrial training and internship;

**The education program** is a single set of basic characteristics of education, including the goals, results and content of training, organization of education process, methods and implementations, criteria of assessment of the results of training;

**Enterprise (organization)** – a legal entity or individual entrepreneur participating in dual education in accordance with these Rules;

**Industrial training** is training aimed at acquiring theoretical knowledge and practical skills by students, based on education organizations and (or) enterprises (organizations);

**Midterm assessment of students** is a procedure carried out with the aim of assessing the quality of students' mastery of the content of a part or all of one academic subject, one academic course and (or) module, as well as professional modules within one qualification after completing their study;

**Internship** is a type of education activity aimed at consolidating theoretical knowledge, skills, acquiring and developing practical skills and competencies in the process of performing certain types of work related to future professional activities;

**The working curriculum (WC)** is an education document developed by the HEO independently based on the education program and individual curriculum of students.

### 3.2 Abbreviations

HE – Higher education

State education Standard	– State Compulsory Education Standard
DE	– Dual education
KSA	– Knowledge, skills, abilities
FC	– Final certification
MSHE RK	– Ministry of Science and Higher Education of the Republic of Kazakhstan
EP	– education program
RK	– Republic of Kazakhstan
WCDO	– Working curriculum of dual education
CC	– Career Center

## 4 GENERAL PROVISIONS

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4.1 Dual education is carried out in accordance with the dual education agreement (Appendix 1).

4.2 Participants in dual education:

- 1) University;
- 2) enterprises (organizations), regardless of the form of ownership;
- 3) students.

4.3 Mandatory components of dual education:

- 1) dual education agreement;
- 2) a working curriculum for dual education agreed upon with the enterprise (organization);
- 3) dual education program agreed upon with the enterprise (organization);
- 4) training, workplaces at enterprises (organizations), equipped for the implementation of industrial training and internship;
- 5) mentors for industrial training/internship in enterprises (organizations).

4.4 Dual education involves direct participation of enterprises in the professional education of trainees.

4.5 The introduction of dual education elements at IITU JSC is intended to ensure the training of personnel with competencies that meet the expectations of employers, strengthening the connection between education and professional activities in production conditions, and the successful employment of graduates.

4.6 Dual education includes theoretical and practical training: theoretical training is organized at IITU JSC, practical training – at enterprises/organizations.

4.7 Planning of the education process with elements of dual education is carried out in accordance with the credit technology of education.

4.8 The partner enterprise/organization conducts practical classes, provides workplaces, and internship bases.

## 5 AIM AND MAIN OBJECTIVES OF DUAL EDUCATION

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5.1 **The aim of dual education** is to improve the professional training of personnel, bring the level of training closer to the needs of the labor market, and strengthen the links between education and production.

5.2 **Objectives of dual education:**

5.2.1 training of personnel taking into account the dynamics of economic development and ensuring the needs of the labor market with professional personnel;

5.2.2 high-quality updating of the content and structure of education programs taking into account the requests of employers;

5.2.3 expansion of social partnership with the development of education programs and the organization of the education process at the enterprise (organization);

5.2.4 ensuring the transfer of professional experience to students in production conditions;

5.2.5 assistance in employment of graduates of "IITU" JSC.

## **6 ORGANIZATION OF THE EDUCATION PROCESS WITH ELEMENTS OF DUAL EDUCATION**

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- 6.1 Selection for dual education is carried out based on the results of an interview with students who have expressed a desire to study under dual education, conducted by the enterprise (organization).
- 6.2 The organization of the education process is carried out in accordance with the working curricula and programs of dual education and education programs.
- 6.3 The working curriculum of dual education (hereinafter referred to as the WCDE) is developed by the departments independently, which serves as the main education document according to which the organization of dual education is carried out. The WCDE includes academic courses or modules according to which dual education is carried out.
- 6.4 The list of academic courses for which dual education will be organized is determined by the departments independently.
- 6.5 The organization of dual education is carried out based on a schedule of classes, which specifies classes held at IITU JSC and classes held at the production facility, in the academic courses of the basic and specialized cycles.
- 6.6 When determining the ratio of training sessions at IITU JSC and at production facilities, it is assumed that at least 40% of the education material of the course is mastered directly at production facilities (technological process, creative process, financial and economic processes, psychological and pedagogical process).
- 6.7 The dual education program is developed by the departments independently on the basis of the syllabus (working curriculum of the academic course) taking into account the specifics of the production activities of the enterprise (organization). The dual education program reflects the topics, questions and volume of material mastered at IITU JSC and directly in production. The dual education program is developed for each enterprise (organization) separately (Appendix 3).
- 6.8 HEOs that implement elements of the dual education system plan and organize education activities based on a combination of theoretical training with industrial training directly at the organization that corresponds to the profile of personnel training.
- 6.9 During the period of professional internship and industrial training, the trainee is subject to the work regulations of the enterprise in accordance with the requirements of the Labor Code of the Republic of Kazakhstan.
- 6.10 During the internship, the student performs certain work duties, which are counted towards the student's work experience. The document confirming the student's work activity is the dual education agreement.
- 6.11 During the period of industrial training and internship, students comply with the safety and labor protection requirements established at the enterprise.
- 6.12 In dual education, intermediate certification of students is carried out by IITU JSC with the involvement of mentors and specialists from the enterprise (organization) participating in dual education.
- 6.13 Compensation payment to the trainee is determined at the discretion of the enterprise (organization).

## **7 FUNCTIONS OF PARTICIPANTS IN THE PROCESS OF ORGANIZING DUAL EDUCATION**

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**Structural divisions of the University supervising the education process:**

**Department:**

1. organizes the process of concluding and signing an agreement on dual education with an enterprise (organization) in the established form (Appendix No. 2);
2. develops and approves curricula, dual education programs and coordinates them with the organization (enterprise);
3. organizes participation of students in dual education;
4. prepares a memo on the organization of dual education;
5. agrees with the enterprise (organization) on the timing of dual education and the list of students sent to the enterprise;
6. monitors the progress of industrial training and internship by trainees at the enterprise (organization);
7. implements education programs for dual education taking into account the requirements of the enterprise (organization);
8. conducts midterm and final assessments at the education institution;
9. concludes tripartite agreements on dual education;
10. appoints a supervisor of the internship or a master of industrial training who supervises the trainee during the period of industrial training and professional internship at the enterprise (organization);
11. accepts the trainee's report, signed by the mentor, on the implementation of industrial training programs and internship at the enterprise (organization) in accordance with the schedule of the education process.

**Department of Academic and Methodological Affairs:**

1. coordinates working curricula for dual education;
2. coordinates dual education programs.

**Dean of faculty:**

1. issues a dean's order on the organization of dual education - on sending students to the Enterprise (organization, indicating the name of the course, education program in which dual education is being implemented, the course of students, the language of instruction, the full name of the mentor assigned from the enterprise, his position);
2. controls the formation of individual education plans by students;
3. analyzes the results of formative assessment, midterm and final certification.

**Registrar's Office:**

1. develops and approves the academic calendar;
2. makes a schedule of classes;
3. approves the schedule for organizing industrial training and internship of the trainee at the enterprise (organization).

**Career Center:**

1. facilitates the search for an enterprise (organization) for the implementation of dual education;
2. facilitates the employment of graduates who have completed dual education and confirmed their qualifications.

**Enterprise (organization):**

- 1) in accordance with the legislation of the Republic of Kazakhstan on education, provides places for internship, as well as industrial training, creates safe conditions and fulfills the duties stipulated by contracts;
- 2) assists in strengthening the University's material and technical base;
- 3) participates in the development of working curricula and dual education programs, as well as education and methodological complexes (UMKDs);
- 4) ensures the organization of industrial training and internship at the enterprise (in the

- organization) in accordance with education programs in accordance with the concluded agreement;
- 5) provides the trainee with personal protective equipment in accordance with the instructions of the enterprise (organization) and the tools necessary for training;
- 6) provides student work places in accordance with safety regulations;
- 7) assigns a mentor to the trainee on the basis of a dual education agreement to supervise industrial training and internship;
- 8) introduces working conditions, regulatory legal acts governing this area, and occupational safety and health requirements;
- 9) conducts all types of briefings provided for by legislation on labor protection, safety engineering and local documents of the enterprise (organization);
- 10) participates in the midterm and final assessment of the student;
- 11) during the period of industrial training and internship, compensation payments may be made to the trainee for the performance of certain functional duties;
- 12) if there are vacancies, considers the possibility of employing graduates who have completed dual education;
- 13) conducts interviews with applicants who have expressed a desire to study under dual education;
- 14) concludes tripartite agreements on dual education;
- 15) confirms completion of industrial training and internship at the enterprise (organization) in accordance with the dual education agreement.

**Student:**

- 1) familiarizes with the working conditions, regulatory legal acts governing this area, and the conditions of occupational safety and health;
- 2) observes education and industrial discipline, internal work regulations, labor protection and safety requirements;
- 3) completes the full course of study established by the curriculum;
- 4) passes intermediate and final certification upon completion of dual education.

**Mentor:**

- 1) with the consent of the supervisor of the enterprise (organization), involves other specialists of the enterprise for additional training of his/her ward;
- 2) requires the student to follow instructions on issues related to production activities;
- 3) petitions management to create conditions necessary for the normal work activity of the student;
- 4) requires work reports from the trainee in both oral and written form;
- 5) participates in the discussion of issues related to the production and social activities of the student, makes proposals to the immediate supervisor of the enterprise (organization) regarding his/her encouragement or the application of disciplinary measures;
- 6) assists the student in familiarizing himself/herself with production activities, corporate culture and subsequently in professional development, securing his position in the workplace;
- 7) teaches the ward practical techniques and methods for the high-quality performance of job responsibilities and assignments;
- 8) carries out training in accordance with working curricula and programs agreed upon with the enterprise (organization);
- 9) monitors the execution of instructions given to the student;
- 10) identifies and helps to correct mistakes made by the student, provides assistance in eliminating existing shortcomings;
- 11) develops a responsible attitude in the student towards the performance of his professional duties, as well as a respectful attitude towards colleagues at work;
- 12) fosters respect for workers, their work and the results of their work, as well as a responsible attitude towards one's own work;
- 13) provides feedback on the student;
- 14) improves his/her level of qualification in the field of education technologies;
- 15) confirms the fulfillment of the trainee's obligations during the period of industrial training and

internship within the framework of the dual education agreement.



**COOPERATION AGREEMENT  
ON THE IMPLEMENTATION OF THE DUAL EDUCATION SYSTEM**

Almaty

"\_\_\_" \_\_\_\_\_ 202\_\_

\_\_\_\_\_, hereinafter referred to as the **“University”**, represented by \_\_\_\_\_, acting on the basis of the Power of Attorney dated \_\_\_\_\_, on the one hand, and \_\_\_\_\_, represented by \_\_\_\_\_, acting on the basis of \_\_\_\_\_, hereinafter referred to as the **“Enterprise”**, on the other hand, hereinafter jointly referred to as the **“Parties”**, have entered into this Agreement on cooperation on the implementation of the dual education system (hereinafter referred to as the **“Agreement”**) on the following:

**1. Aims and Subject of the Agreement**

1.1. The aim of this Agreement is to develop cooperation through joint organization and implementation of dual education for Students at the Enterprise, which is aimed at high-quality mastery of the education program of higher, postgraduate professional education in accordance with the State Education Standard for mastering the qualification of a bachelor and/or master of education, as well as acquisition of practical skills in the chosen specialty.

1.2. In this Agreement, the Parties in their relations are guided by the Resolution of the Government of the Republic of Kazakhstan dated 15.10.2014 No. 1093 "Roadmap of the dual education system, providing for the creation of training centers for advanced training and retraining at manufacturing enterprises and their participation in the training of specialists by universities and colleges"; as well as the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On approval of the Model rules for the activities of education organizations of the corresponding types".

**2. Principles of Cooperation**

2.1. Each Party to this Agreement undertakes to be guided in its activities by the principles of partnership and to refrain from actions that may cause damage to the interests or business reputation of the other Party.

2.2. By agreement of the Parties, the University has the right to draw up a dual education program, indicating the timeframes for conducting training at the Enterprise, to determine the main areas of activity for students during the period of dual education at the Enterprise; to develop calendar schedules and education programs.

2.3. The Parties within the framework of this Agreement shall assign methodologists/curators (advisers) to each group of students.

2.4. Within the framework of this Agreement, the University shall provide education and methodological literature and materials in accordance with the goals and objectives of education activities; provide preliminary professional training for students sent for education, pedagogical and industrial practice; provide employees of the Enterprise - mentors of students, with timely methodological assistance in the implementation of the dual education plan.

2.5. Within the framework of this Agreement, the Enterprise conducts safety briefings, engages Students in work that corresponds to training programs; appoints mentors for industrial training and internship; provides Students with special clothing (if necessary), training tools, consumables in accordance with current standards, access to practical materials and processes, with the exception of information constituting a secret protected by law, for the period of dual education.

2.6. The Parties have the right to apply disciplinary measures to Students during their studies for violation of work regulations (warning, suspension from classes, expulsion).

2.7. The parties have the right to conduct joint activities on the basis of separate business agreements.

### **3. Confidentiality**

**3.1.** Confidential is any information regarding the financial, education or commercial status of the Parties, as well as information and documentation created during the execution of the Agreement or other information that is expressly designated as confidential by the Parties. In the official correspondence of the Parties, documents containing information determined by one of the Parties as confidential are marked "Confidential". The prohibition on disclosure of confidential information is valid for the term of this Agreement and for 3 (three) years after its termination.

### **4. Financial Terms**

4.1. Each Party shall maintain independent financial and accounting records.

4.2. To implement joint programs, the Parties may involve other organizations, as well as individual teachers and specialists.

4.3. Technical, commercial and organizational issues arising during the implementation of this Agreement, as well as the financing procedure, will be agreed upon by the Parties by concluding separate business agreements.

### **5. Other Provisions**

5.1. This Agreement shall enter into force on the date of signing and shall be valid for \_\_\_\_\_ years from the date of signing.

5.2. This Agreement may be terminated early under the following circumstances:

5.2.1. In case of mutual voluntary early termination of this Agreement.

5.2.2. Either Party has the right to unilaterally and extrajudicially terminate this Agreement early by notifying the other Party in writing, but no later than than one month before the expected date of termination of cooperation under this Agreement. Termination of this Agreement shall not in any way entail consequences for the operation of individual business Agreements concluded between the Parties in accordance with paragraphs 2.7. and 4.1. of this Agreement.

5.3. The terms of this Agreement may be changed or supplemented and are valid provided that they are made in writing, signed by authorized representatives and sealed with the seals of the Parties.

5.4. All possible disputes and disagreements that may arise in connection with the execution of this Agreement, the Parties shall resolve through negotiations. This Agreement is drawn up and signed in two copies, one for each of the parties. Both copies are identical.

### **7. Addresses and Details of the Parties:**

**Agreement No. \_\_\_\_\_  
on Dual Education**

Almaty

"\_\_" \_\_\_\_\_ 20\_\_

“International Information Technology University” Joint-Stock Company, hereinafter referred to as **the University**, represented by the Chairman of the Board – Rector **Askar Kusupbekovich Khikmetov**, acting on the basis of the Charter, on the one hand,

\_\_\_\_\_  
(name of enterprise, institution, organization)  
hereinafter referred to as **the “Enterprise (Organization)”**, represented by \_\_\_\_\_

\_\_\_\_\_  
(position, last name, first name, patronymic of the manager or other authorized person)  
acting on the basis of \_\_\_\_\_  
(Charter, Regulation, Power of Attorney, Order or other document)

\_\_\_\_\_  
(document details)  
on the other hand, and a **citizen of the Republic of Kazakhstan** (Surname, First name, Patronymic (if any) IIN \_\_\_\_\_ ID \_\_\_\_\_ dated “\_\_” \_\_\_\_\_, issued by \_\_\_\_\_, hereinafter referred to as the "student", on the third party, jointly referred to as the "Parties", have entered into this agreement on dual education (hereinafter referred to as the agreement on dual education).

**1. Subject of the Agreement**

1.1 This Agreement on Dual Education is concluded in accordance with Article 119 of the Labor Code of the Republic of Kazakhstan, the Rules for the Organization of Dual Education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated January 21, 2016 No. 50 (registered in the Register of State Registration of Regulatory Legal Acts under No. 13422) and paragraph \_\_\_ of the Charter of the enterprise (organization).

The Agreement is concluded for the period of organizing industrial training and internship in the dual form of education for University students in the bachelor's degree program in the EP \_\_\_\_\_ "\_\_\_\_\_", training area "\_\_\_\_\_" with the aim of acquiring practical skills and competencies in the studied area at the Enterprise and providing **the Enterprise** with highly qualified professional personnel who meet modern production requirements, as well as the effective use of the personnel and material and technical capabilities **of the Enterprise**.

1.2 The form of organization of dual education and practice is determined **by the Enterprise** in accordance with the program developed **by the Enterprise**.

1.3 **The University** agrees on the schedule of the education process with **the Enterprise**.

The enterprise (organization) provides the student with a workplace for industrial training and internship in accordance with the profile of the education program with appropriate working conditions.

1.4. The student masters education programs with the aim of obtaining professional competencies that allow him to competently perform production, labor functions and tasks.

1.5. The term of the dual education agreement comes into force from the moment of its signing and is valid until the end of the training period.

1.6. The dual education agreement may be terminated on the basis provided for by the current legislation of the Republic of Kazakhstan.

1.7. The student’s admission to the workplace is formalized by an order of the manager or an instruction of a structural division of the enterprise (organization), issued on the basis of this dual education agreement.

## 2. Rights and Obligations of the University

2.1 **The University** has the right to:

2.1.1 Require **the Enterprise** to comply with the terms of this Agreement.

2.1.2 Amend, supplement and terminate this Agreement in the manner and on the grounds provided for by this Agreement and the current legislation of the Republic of Kazakhstan (hereinafter referred to as the RK).

2.1.3 Receive complete and reliable information about the state of safety and labor protection conditions at the students' workplace.

2.2 **The University** undertakes to:

2.2.1 Ensure joint training with **the Enterprise** of specialists in the agreed area of study under the bachelor's degree program.

2.2.2 Coordinate with **the Enterprise**:

- qualification requirements for graduates, working curricula and catalogues of elective courses;
- a list of courses, indicating the types and volumes of training sessions conducted at **the University**, practical classes conducted at **the Enterprise** and their methodological support;
- a plan for conducting practical classes at **the Enterprise** in accordance with the academic calendar (class schedule) and the contingent of students.

2.2.3 Two months before the start of dual education and practice, submit to the Employer for approval the schedule of the education process, the working curriculum and information on the academic performance of students.

2.2.4 Coordinate with **the Enterprise** the candidates sent for training under the dual education program. Provide **the Enterprise** with a list of students sent for dual education, indicating their full name and date of birth no later than one month before the start of the internship.

2.2.5 Provide methodological assistance to the employees **of the Enterprise** in organizing practical classes.

2.2.6 Appoint leaders of dual education and practice from among teachers with appropriate qualifications.

2.2.7 Ensure that students and faculty comply with labor and production course, work regulations, rules and instructions on occupational safety and health, gas, fire, industrial safety, industrial sanitation, access control and internal facility regulations in force at **the Enterprise**, when undergoing training on the plant's premises.

2.2.8 Provide students with relevant education and methodological documentation during the period of dual education in production.

2.2.9 Exercise control over the progress of dual education by students and their compliance with the terms of this Agreement, the standards provided for by the work regulations, the requirements of the rules of occupational safety and health, industrial sanitation, gas, industrial and fire safety at **the Enterprise**.

2.2.10 Involve students in carrying out scientific research, coursework and diploma projects (works) on the topics of the enterprise.

2.2.11 Provide assistance in improving the qualifications of **the Enterprise's employees** involved in training within the framework of the dual education organization.

2.2.12 Involve **the Enterprise's managers and specialists** in participation in conferences on issues of organizing dual education.

2.2.13. Provide employees of **the Enterprise** – mentors of students, with timely methodological assistance in implementing the dual education plan.

2.2.14. Ensure the holding of a final exam based on the results of dual education, which is an integral part of training at the Enterprise

## 3. Rights and Obligations of the Enterprise

3.1 **The Enterprise** has the right to:

3.1.1 Change, supplement and terminate this Agreement in the manner and on the grounds provided for by this Agreement and the current legislation of the Republic of Kazakhstan.

3.1.2 Require **the University** to provide all necessary information about students during the period

of dual education and practice, as well as to provide relevant education and methodological documentation and fulfill the terms of this Agreement.

3.1.3 Require that students, during the period of dual education, conscientiously fulfill their obligations under this Agreement, comply with the standards stipulated by the work regulations, the requirements of the rules on occupational safety and health, industrial sanitation, gas, industrial and fire safety in force at **the Enterprise**.

3.1.4 For compensation for material damage caused to the Enterprise by students during the period of dual education, in accordance with the current legislation of the Republic of Kazakhstan.

3.1.5 Not allow students to participate in dual education if they are under the influence of alcohol, drugs, toxic substances (or their equivalents), if they do not use personal protective equipment provided by **the Enterprise**, or if they have not undergone a medical examination.

3.1.6 Require students to complete mentor assignments promptly and accurately, and to draw up and complete an individual development plan within the established timeframes.

3.1.7 Require students to timely and successfully pass the exam upon completion of each type of dual education.

3.1.8 Independently establish the amount of compensation payments for time actually worked and other additional benefits for students.

3.2 **The Enterprise** undertakes to:

3.2.1 Provide students with workplaces that meet occupational safety and health requirements to obtain the required level of qualification in the relevant specialty during the period of dual education in accordance with the approved training program.

3.2.2 Provide **the University** with a copy of the curriculum schedule.

3.2.3 Familiarize students in writing with the work regulations, the regulations on access and internal facilities at the Enterprise's facilities, instructions on occupational safety and health, industrial sanitation, gas, industrial and fire safety, and other acts of the Employer that are directly related to the students' completion of the Internship.

3.2.4 Provide students with conditions for completing the Internship in accordance with the current legislation of the Republic of Kazakhstan and this Agreement.

3.2.5 Involve qualified employees in conducting practical classes, excursions, and other training events within the framework of the dual education organization. Assign Mentors to students for the period of dual education and practice from among managers and specialists.

3.2.6 Ensure that trainees undergo training on occupational safety and health, fire, gas, industrial safety, and industrial sanitation, with registration in the training log for third-party organizations.

3.2.7 Suspend dual education if its continuation poses a threat to the life or health of students or other persons.

3.2.8 Create the necessary sanitary and hygienic conditions in the workplace in accordance with the standards established by the authorized state labor body.

3.2.9 Provide students with the opportunity to use the library, technical documentation and the materials necessary for the successful completion of the dual education program and individual lessons in accordance with the list of documents permitted for use by Students.

3.2.10 Provide sanitary facilities, special clothing, special footwear and other personal protective equipment in accordance with occupational safety and health requirements.

3.2.11 Keep accurate records of the time spent by students on dual education in accordance with the training schedule.

3.2.12 Notify **the University** of the absence of students at the place of dual education in accordance with the approved schedule.

3.2.13 Notify **the University** in writing of all cases of violation by students of the terms of this Agreement, as well as the rules for dual education and practice.

3.2.14 Participate in the work to improve the content of education programs:

- in adjusting and coordinating curricula and programs, the list and content of elective courses, the topics of course and diploma projects;

- in defining and coordinating requirements for the level of knowledge, skills and abilities, and professional competencies of the graduate.

3.2.17 Take part in the assessment of the professional preparedness of the University graduates

(reviewing final theses, working on state examination committees, writing reviews, filling out questionnaires, etc.).

3.2.18 To facilitate the employment of graduates upon completion of practical and theoretical training in accordance with the procedure for selection, recruitment and hiring of personnel.

3.2.19 Comply with labor legislation requirements.

3.2.20. Engage students exclusively in work that corresponds to the dual education plan.

#### **4. Combating Corruption**

4.1 The Parties acknowledge and confirm that each of them has a zero-tolerance policy towards bribery and corruption, which implies a complete ban on corrupt actions and making payments for assistance/payments aimed at simplifying formalities in connection with business activities, ensuring a faster resolution of certain issues. The Parties are guided in their activities by applicable legislation and policies and procedures developed on its basis aimed at combating bribery and commercial bribery.

4.2 When concluding the Agreement and fulfilling their obligations thereunder, the Parties and their employees shall not carry out actions classified by law as giving/receiving a bribe, commercial bribery, or actions that violate the requirements of applicable legislation and international acts on combating the legalization (laundering) of proceeds from crime.

4.3 Each Party to this Agreement shall refuse to incentivize in any way the employees of the other Party, including by providing monetary sums, gifts, free performance of work (services) to them, and other methods not specified in this clause that run counter to the principles of transparency and openness of relations between the Parties.

4.4 If a Party suspects that a violation of any anti-corruption conditions has occurred or may occur, the relevant Party undertakes to notify the other Party in writing. Following written notification, the relevant Party has the right to suspend the performance of obligations under this Agreement until confirmation is received that no violation has occurred or will occur. This confirmation must be sent within 5 (five) business days from the date of sending the written notification.

4.5 The Parties to this Agreement recognize the need to implement procedures to prevent corruption and monitor compliance with them. At the same time, the Parties ensure the implementation of procedures for conducting inspections in order to prevent the risks of the Parties being involved in corrupt activities.

4.6 The conditions specified in this Section are the material conditions of this Agreement.

4.7 The Parties acknowledge that their possible illegal actions and violation of the anti-corruption terms of this Agreement may entail adverse consequences, up to and including termination of this Agreement.

#### **5. Responsibility of the Parties**

5.1 For failure to fulfill or improper fulfillment of obligations under this Agreement, the Parties shall be liable in accordance with the current legislation of the Republic of Kazakhstan.

5.2 Disagreements arising during the execution of the terms of this Agreement shall be resolved through negotiations, and if agreement is not reached in the established manner, in the courts. The decision of the judicial authorities shall be final and subject to immediate execution by the parties.

5.3 All issues not covered by this Agreement shall be governed by the current legislation of the Republic of Kazakhstan.

#### **6. Force Majeure**

6.1 The Parties shall be released from fulfilling their obligations under this Agreement if they prove that this was caused by force majeure, i.e. extraordinary and unavoidable circumstances under the given conditions, beyond the control of the Parties, that arose after the conclusion of this Agreement, such as an epidemic, flood, fire, earthquake, natural disasters, wars, which make it impossible to fulfill the obligations assumed, etc.

6.2 The party referring to force majeure circumstances is obliged to notify the other party of this within 7 (seven) calendar days from the occurrence of such circumstances and provide a document from

the competent authorized body of the Republic of Kazakhstan to confirm them.

## 7. Confidential Information

7.1 The documentation and information transferred by the parties to each other under this agreement are confidential. The Parties undertake not to disclose information that has become known to them in connection with the execution of this agreement to the general public, and not to transfer it to third parties without the prior written consent of the other party. Notwithstanding the above and without prejudice to the obligation of confidentiality, the Parties have the right to provide such information at the request of their affiliates, as well as persons auditing the financial and economic activities of the Parties, consultants.

7.2 The transfer of information to authorized government bodies that have, within the limits of their competence, the right to demand the provision of information under this agreement shall be carried out only on the basis of their official written request.

## 8. Duration and Termination of the Agreement

8.1 This Agreement shall enter into force on the date of its signing by all Parties and shall be valid for the period allotted by the curriculum for the preparation of students under the dual education program and Internship, and in terms of liability, confidentiality, and dispute resolution procedures – until their full implementation.

## 9. Final Provisions

9.1 Neither Party has the right to terminate this Agreement unilaterally. The Agreement may be terminated by written notice from one of the Parties 30 (thirty) calendar days prior to the expected date of termination of the Agreement.

9.2 Any changes and additions to the Agreement are an integral part thereof and are valid only if they are made in writing and signed by both Parties.

9.3 This Agreement is drawn up in Russian, in two copies, each having equal legal force, one copy for each Party.

9.4. Issues not regulated by this Agreement shall be resolved in accordance with the legislation of the Republic of Kazakhstan.

## 10 Legal Addresses

University	Enterprise

### Dual Education Program

education program \_\_\_\_\_

level of training (bachelor's, master's)

" \_\_\_\_\_ "

(code and name of the education program)

Year \_\_\_\_\_

Group \_\_\_\_\_

Semester \_\_\_\_\_

\_\_\_\_\_

Code and name of the course, number of academic credits \_\_\_\_\_

Weeks	Name of sections/topics by types of work	Number of hours	Acquired competencies (learning outcomes)
Total hours:			

Authors:  
\_\_\_\_\_  
\_\_\_\_\_

#### Considered at the department meeting

" \_\_\_\_\_ "

(name of department)

Minutes No. \_\_\_ dated " \_\_\_ " \_\_\_\_\_ 20 \_\_\_

Head of Department \_\_\_\_\_

**Agreed:**

**Enterprise (data)**

**Head of the Department of Academic and Methodological Affairs**

**Adzhibayeva A.Sh.** \_\_\_\_\_ (signature)