

APPROVED  
 By the Decision of the Board  
 of "ITU" JSC  
 April 12, 2024  
 (The minutes №13/24)

## REGULATION ON GRADING POSITIONS OF THE ACADEMIC TEACHING STAFF OF "ITU" JSC (PROCEDURE FOR ASSIGNING GRADES)

**P-125**

**Revision 1**

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## 1 GENERAL PROVISIONS

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1.1 This Regulation on grading positions of the academic teaching staff of “International Information Technology University” JSC (procedure for assigning grades) (hereinafter referred to as the Regulation) has been developed in accordance with the legislation of the Republic of Kazakhstan, defines the qualification requirements for the positions of the academic teaching staff (hereinafter referred to as ATS) of “International University of Information Technology” JSC (hereinafter referred to as the University) and the procedure for assigning positions and grades to the University’s ATS, with the exception of the ATS working in the field of "Physical education".

1.2 The purpose of grading is to create an objective, fair, transparent system of remuneration of the academic teaching staff of “ITU” JSC, to attract and retain highly qualified personnel with a degree, as well as the possibility of transparent horizontal movement of academic teaching staff along the career ladder. The grading system will allow objectively motivating and encouraging academic teaching staff to improve their qualifications, and as a result, to increase the efficiency and effectiveness of the educational activities of the university as a whole.

1.3 This Regulation uses the following concepts and definitions:

**Adjunct assistant** – a part-time employee who is an expert in a certain field of professional activity, has at least 5 (five) years of practical work experience relevant to the appropriate educational program, preferably has an academic master's degree, and/or has international professional certificates of the appropriate level and/or membership in recognized international associations;

**Adjunct professor** – a part-time employee who is an expert in a certain field of professional activity, has at least 8 (eight) years of professional experience relevant to the appropriate educational program, has a PhD (Doctor of Philosophy) or DBA (Doctor of Business Administration) degree, and/or has international professional certificates of the appropriate level and/or membership in recognized international associations;

**Grade** – established level of ranks of the University’s academic teaching staff positions and the remuneration system;

**Grading** – ranking of positions at the University according to certain parameters based on the personal performance indicators of the academic teaching staff;

**Academic teaching staff** – employees of the University who have a pedagogical or other professional education in the relevant field and who carry out professional activities in teaching University students;

**Part-time employee** – a member of the academic teaching staff for whom work at the University is not the main place of employment.

Elements based on which a specific grade is assigned to the applicant (except Adjunct assistant and Adjunct professor):

**Academic Master's degree** – a degree awarded to individuals who have completed Master's degree programs;

**Graduate of the world's leading universities or holder of professional certifications** – a graduate who has received an MA/MS/PhD degree from universities included in the list of universities for applicants for academic training under the Bolashak program or foreign universities included in the international academic ranking QS World, or Nazarbayev University, or has professional certificates from Cisco, Microsoft, Oracle, AWS, Huawei, CompTIA, IBM, Google, Apple, CIMA, ACCA, FRM, CFA, CIPD, CIA, CIM, CPA, PMP, CELTA, DELTA, IPMA, PMI, or equivalent international professional certificates of the appropriate level;

**Hirsch index (H-index)** – scientific citation index in Scopus or Web of Science (hereinafter WoS) databases;

**Publications in international peer-reviewed journals** – publications in international peer-reviewed scientific journals included in the 1st, 2nd and 3rd quartiles according to the Journal Citation Reports of Clarivate Analytics or having a CiteScore percentile of at least 25 in the Scopus database in the scientific field corresponding to the specialty of the ATS.

**Publications of Science and Higher Education Quality Assurance Committee (Publications from the List)** – scientific articles published in publications included in the List of scientific publications recommended by the Science and Higher Education Quality Assurance Committee of the Ministry of

Science and Higher Education of the Republic of Kazakhstan.

Metrics (quartile and percentile) of international peer-reviewed scientific journals in the Scopus and/or WoS database are taken into account at the time of publication or according to data from the following year.

If the indexing of an international peer-reviewed scientific journal in the Scopus and/or WoS database is terminated, then the publications of the ATS in this journal for the year in which the indexing was terminated and for the previous year are not taken into account.

Publications in international peer-reviewed scientific journals and conference proceedings must correspond to the profile of the ATS and the thematic focus of the journal and/or conferences and have the type of Article, Review or Article in Press, Conference Paper, Proceedings. Publication in international peer-reviewed scientific journals with an interdisciplinary focus (Multidisciplinary) is permitted.

At the same time, publications in journals included in the 1st (first) quartile in the WoS database and/or having a CiteScore percentile in the Scopus database above 80 (eighty) are counted as 2 (two) articles in publications from the List (upon the recommendation of the Department for Research Activities of the University).

**Work experience** – the candidate's certain academic and/or scientific-pedagogical activity, confirmed by a positive recommendation from the previous employer, supervisor or scientific supervisor;

**Degree** – the academic degree of candidate or doctor of sciences, awarded on the basis of the defense of a dissertation, or the degree of Doctor of Philosophy (PhD), doctor on a profile, awarded to persons who have mastered a doctoral program in a scientific and pedagogical field or a corresponding field of professional activity and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan;

**Scientific project management** – documented work of the candidate as a leader of an implemented scientific or international educational project for a period of at least 1 (one) year;

**Participation in a scientific project** – documented work of the candidate as a participant in a successfully implemented scientific or international educational project for a period of at least 1 (one) year, or participation in a working group for the preparation of concepts for draft laws.

For the purposes of this Regulation, the University provides for the following positions of ATS (in accordance with the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated November 20, 2023 No. 591 "On approval of the professional standard for teachers (academic teaching staff) of higher and (or) postgraduate education organizations"):

- Assistant;
- Senior Lecturer;
- Assistant Professor;
- Associate Professor;
- Professor;
- Adjunct Assistant;
- Adjunct Professor.

1.4 The vacant positions of the University teaching staff are filled on a competitive basis in accordance with the procedure established by the internal regulatory documents of the University.

1.5 Applicants for the academic title of professor, in accordance with the Rules for assigning academic titles, must work for at least two (2) years in a position not lower than associate professor.

1.6 The positions of the ATS at the University are divided into grades depending on the candidate's compliance with the requirements established by this Regulation for qualifications, length of scientific and/or scientific-pedagogical and/or practical activity, as well as the results of scientific research and academic activity.

## **2 PROCEDURE FOR ASSIGNING GRADES TO THE ACADEMIC TEACHING STAFF**

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2.1 The admission and assignment of a grade to new employees of the University is carried out by order of the Chairman of the Board – Rector based on the decision of the Competition Commission (hereinafter referred to as the Competition Commission) for filling vacant ATS positions.

2.2 The assignment of a grade for current University employees is carried out by order of the Chairman of the Board – Rector on the basis of the decision of the Competition Commission.

2.3 In order to assign a grade to an employee/candidate, including part-time employees, it is necessary to provide the following documents to the University's Competition Commission:

- An application;
- CV;
- documents confirming the necessary work experience;
- list of scientific papers with DOI and/or publication URL;
- Individual registration number (IRN) of a project and/or URL of information about the project on the funding source's website (if available);
- recommendation from the department;
- other documents on request.

2.4 The grade is assigned for one academic year and is revised upon completion of the year. The procedure for maintaining and revising the grade is regulated by this Regulation.

2.5 If the candidate/employee fails to provide any of the documents listed in paragraph 2.3 of this Regulation, the documents of the employee/candidate may be left without consideration or their consideration may be postponed until all necessary information is provided.

2.6 If the employee/candidate provides all the necessary documents, the relevant collegial body reviews the documents and makes one of the following decisions:

- on assigning a grade to an employee;
- on changing the employee's grade (assigning a new grade or lowering the grade);
- on refusal to change the employee's grade and maintaining the employee's current grade.

2.7 Applicants for the academic title of Associate Professor may be assigned the G3 grade for no more than three (3) years. If the applicant fails to meet the requirements for being awarded the academic title during the specified period, his grade must be lowered.

2.8 Applicants for the academic title of Professor may be awarded the G3 grade for no more than four (4) years. If the applicant fails to meet the requirements for being awarded the academic title during the specified period, his/her grade must be lowered.

2.9 The decision of the Competition Commission is sent to the candidate/employee within three working days and transferred to the Department of Human Resources and Documentation Management of the University for the preparation of the relevant order.

2.10 In case of disagreement with the decision of the Competition Commission, the employee/candidate has the right to submit a written reasoned statement to the Chairman of the Board – Rector, stating the reasons for disagreement and providing supporting documents. The Chairman of the Board – Rector forwards the received statement for consideration by the University Appeals Commission.

### 3 REQUIREMENTS FOR ASSIGNING GRADES TO THE ACADEMIC TEACHING STAFF

Position category	Grade	Degree / Title	Experience	Publications	Explanatory notes for publications ***	Note
<b>Professor</b> <i>(profession card 6, qualification level according to SQF 8 (8.4))</i>	G1	Higher and postgraduate education, an academic degree/honorary title and/or state award in the field of art, physical education and sports, and the academic title of professor awarded by an authorized body in the field of science and higher education	The total experience of scientific and /or scientific and pedagogical activity for at least 10 years	At least 35 scientific publications over the past 10 years, including at least 25 publications in publications from the List and at least 10 scientific articles in international peer-reviewed scientific journals	Scientific articles in periodical scientific publications corresponding to the applicant's specialty, including 25 scientific articles in publications recommended by the authorized body, and 10 scientific articles in international peer-reviewed scientific journals (included in Q1, Q2, Q3 according to JCR or having a CiteScore percentile of at least 35), h-index of at least 7	
	G2	Postgraduate education, specialist and academic degree/honorary title and/or state award in the field of art, physical education and sports and the academic title of professor awarded by an authorized body in the field of science and higher education	The total experience of scientific and /or scientific and pedagogical activity for at least 5 years	At least 28 scientific publications over the past 10 years, including at least 20 publications in publications from the List and at least 3 scientific articles in international peer-reviewed scientific journals	Scientific articles in periodicals corresponding to the applicant's specialty, including 20 scientific articles in publications recommended by the authorized body, and 3 scientific articles in international peer-reviewed scientific journals (included in Q1, Q2 according to JCR or having a CiteScore percentile of at least 50), h-index of at least 5	Certificates of advanced training in the specialty (at least 72 hours)
	G3*	Postgraduate education, specialist, academic degree of candidate or Doctor of Sciences, Doctor of Philosophy (PhD), doctor on a profile, academic title of associate professor, awarded by the authorized body in the field of science and higher education	Continuous experience of scientific and/or scientific and pedagogical activity for at least 3 years after receiving the academic title of associate professor	At least 20 scientific publications, including at least 16 publications in publications from the List and at least 2 scientific articles in international peer-reviewed scientific journals	Scientific articles in periodicals relevant to the applicant's specialty and published after receiving the academic title of Associate Professor (Associate Professor), including 16 scientific articles in publications recommended by the authorized body and 2 scientific articles in international peer-reviewed scientific journals (included in Q1 and Q2 according to JCR or having a CiteScore percentile score of	Certificates of advanced training in the specialty (at least 72 hours)

Position category	Grade	Degree / Title	Experience	Publications	Explanatory notes for publications ***	Note
					at least 50)	
<b>Associate Professor</b>	G1 <i>(profession card 5, qualification level according to SQF 8 (8.3))</i>	Postgraduate education, specialist, candidate or doctoral degree, doctor of philosophy (PhD), doctor on a profile, state award in the field of art, physical education and sports, academic title of Associate Professor, awarded by the authorized body in the field of science and higher education	Continuous experience of scientific and/or scientific and pedagogical activity for at least 5 years	At least 17 scientific publications, including at least 13 publications in publications from the List and at least 2 scientific articles in international peer-reviewed scientific journals	Scientific articles in periodicals relevant to the applicant's specialty and published after receiving the academic title of Associate Professor, including 13 scientific articles in publications recommended by the authorized body and 2 scientific articles in international peer-reviewed scientific journals (included in Q1 and Q2 according to JCR or having a CiteScore percentile score of at least 50)	Certificates of advanced training in the specialty (at least 72 hours)
	G2** <i>(profession card 5, qualification level according to SQF 8 (8.3))</i>	Postgraduate education, specialist, academic degree of candidate or doctor of science, doctor of philosophy (PhD), doctor in the profile, honorary title and (or) state award in the field of art, physical education and sports, academic title of Associate Professor, awarded by the authorized body in the field of science and higher education	The experience of scientific and / or scientific and pedagogical activity is at least 3 years and / or the experience of practical activity for at least 5 years	At least 14 scientific publications, including at least 10 publications in publications from the List and at least 2 scientific articles in international peer-reviewed scientific journals	Scientific articles in periodicals relevant to the applicant's specialty and published after the defense of the dissertation, including 10 scientific articles in publications recommended by the authorized body and 2 scientific articles in international peer-reviewed scientific journals (included in Q1, Q2, Q3 according to JCR or having a CiteScore percentile of at least 35)	Certificates of advanced training in the specialty (at least 72 hours) International professional certificates in the specialty
	G3 <i>(profession card 4, qualification level according to SQF 8 (8.2))</i>	Postgraduate education, specialist, candidate or doctoral degree, doctor of philosophy (PhD), doctor on a profile / honorary title and (or) state award in the field of art, physical education and sports	Continuous experience of scientific and/or scientific and pedagogical activity for at least 1 year after the defense of the thesis. Practical work experience in the specialty (profile of activity) for at least 3 years	At least 10 scientific publications, including at least 6 publications in publications from the List and at least 1 scientific article in an international peer-reviewed scientific journal	Scientific articles in periodicals relevant to the applicant's specialty and published after the defense of the dissertation, including 6 scientific articles in publications recommended by the authorized body and 1 scientific article in an international peer-reviewed scientific journal (included in Q1, Q2, Q3 according to JCR or having a CiteScore	Certificates of advanced training in the specialty (at least 72 hours)

Position category	Grade	Degree / Title	Experience	Publications	Explanatory notes for publications ***	Note
					percentile of at least 35)	
<b>Assistant Professor</b> (profession card 3, qualification level according to SQF 8 (8.1))	G1	Postgraduate education and academic degree/honorary title and/or state award in the field of art, physical education and sports	The experience of scientific and / or scientific and pedagogical activity and / or practical activity for at least 7 years	At least 7 scientific publications, including at least 4 publications in publications from the List and at least 1 scientific article in an international peer-reviewed scientific journal	Scientific articles in periodicals relevant to the applicant's specialty and published after the defense of the dissertation, including 4 scientific articles in publications recommended by the authorized body and 1 scientific article in an international peer-reviewed scientific journal (included in Q1 - Q3 according to JCR or having a CiteScore percentile of at least 35)	Certificates of advanced training in the specialty (at least 72 hours) International professional certificates in the specialty
	G2	Postgraduate education and/or academic degree / honorary title and/or state award in the field of art, physical culture and sports	Experience of scientific and / or scientific-pedagogical and/ or practical activity for at least 5 years	At least 5 scientific publications, including at least 3 publications in publications from the List and at least 1 scientific article (conference materials) in an international peer-reviewed scientific journal for 5 years	Scientific articles in periodicals relevant to the applicant's specialty	Certificates of advanced training in the specialty (at least 72 hours) International professional certificates in the specialty
<b>Senior Lecturer</b> (profession card 2, qualification level according to SQF 7 (7.2))	G1	Postgraduate education (scientific and pedagogical Master's degree), higher education, specialist and/or completed doctoral program	Experience of scientific and/or scientific-pedagogical and/or practical activity for at least 4 years as an assistant or at least 1 year as a senior lecturer or at least 5 years of practical experience	At least 4 scientific publications, including at least 3 publications in publications from the List and at least 1 scientific article (conference proceedings) in an international peer-reviewed scientific journal for 5 years	Scientific articles in scientific periodicals relevant to the applicant's specialty	Certificates of advanced training in the specialty (at least 72 hours) International professional certificates in the specialty
	G2	Postgraduate education (scientific and pedagogical Master's degree), higher education, specialist	Experience in scientific and/or scientific-pedagogical activity as an assistant for at least 3 years or experience in practical activity for at least 5 years	At least 3 scientific publications, including at least 1 publication in a publication from the List for 5 years	Scientific articles in scientific periodicals relevant to the applicant's specialty	Certificates of advanced training in the specialty (at least 72 hours) International professional certificates in the specialty
<b>Assistant</b> (profession card 1, qualification level according to	G1	Postgraduate education (scientific and pedagogical Master's degree), Master's degree	The experience of scientific and pedagogical activity in the specialty is not less than 1 (one)	At least 3 scientific publications	Scientific articles relevant to the applicant's specialty	Certificates of advanced training in the specialty (at least 72 hours) International professional



Position category	Grade	Degree / Title	Experience	Publications	Explanatory notes for publications ***	Note
SQF 7 (7.1)			year and/or practical work experience in the specialty is not less than 1 (one) year			certificates in the specialty
	G2	Postgraduate education (scientific and pedagogical Master's degree), specialist, Master's student	-	-		Certificates on professional development, international professional certificates
Adjunct assistant		External part-time employees who are experts in a certain field of professional activity, have at least 5 years of active practical work experience relevant to the appropriate educational program, have an academic Master's degree (preferably from leading Kazakhstani and/or foreign educational organizations), and have international professional certificates of the appropriate level and/or membership in recognized international professional associations.				
Adjunct professor		External part-time employees who are experts in a certain field of professional activity, have at least 8 years of active practical work experience relevant to the appropriate educational program, have a PhD (Doctor of Philosophy), candidate or Doctor of Sciences degree, and have international professional certificates of the appropriate level and/or membership in recognized international professional associations.				

\*For applicants with a doctorate degree and/or the academic title of Professor, article requirements are not mandatory.

\*\* For applicants with the academic title of Associate Professor, Research Engineer, the requirements for articles are not mandatory.

\*\*\* In the case of the presence of scientific articles (conference materials with a CiteScore percentile of more than 20) exceeding the required number in international peer-reviewed scientific journals, 1 (one) article in such a journal is counted as 2 (two) articles in publications recommended by the authorized body.

A monograph (the applicant owns at least 3 printed sheets) published by Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter Lang, Prentice Hall, Routledge, Sage Publications, Springer, Taylor and Francis, Wolters Kluwer or by a university from the top 100 of the US News Best Global Universities Rankings, Academic Ranking of World Universities or Times Higher Education World University is counted as 2 (two) scientific articles in international peer-reviewed scientific journals. If the monograph contains a chapter (the applicant owns at least 1 printed sheet), it is counted as 1 (one) article in an international peer-reviewed scientific journal.

US, EU and Japanese patents included in the Derwent Innovations Index in Clarivate Analytics' Web of Science database are counted as research articles in international peer-reviewed scientific journals.

In the case of a developed MOOC, (over the last 5 years) 1 (one) MOOC is counted as 1 (one) article in publications recommended by the authorized body. In the case of an implemented MOOC, 1 (one) MOOC is counted as 1 (one) article in international peer-reviewed publications.

If there is a textbook (textbook, monograph) or a patent of the Republic of Kazakhstan or other countries (except for patents of the USA, EU countries or Japan), 1 (one) textbook is counted as 1 (one) article in publications recommended by the authorized body.

With the documented experience as a supervisor of at least 2 (two) scientific or international educational projects with a total funding amount of at least 75 million tenge and a period of implementation of each project of at least 1 (one) year, such activity can be taken into account as 2 (two) articles in international peer-reviewed publications or as four (4) articles in publications recommended by the authorized body.

With the documented experience as a participant of at least 1 (one) successfully implemented scientific or international educational project with a total funding amount of at least 25 million tenge and an implementation period of at least 1 (one) year, such activity may be taken into account as 1 (one) article in an international peer-reviewed publication or as two (2) articles in publications recommended by the authorized body.

For the humanities, applicants may submit results of participation in international scientific and practical conferences as publications in international peer-reviewed journals. Conference materials must have a Q1–Q4 indicator according to JCR or a CiteScore percentile of at least 20. The number of such publications may not exceed 50% of the required number of publications in international peer-reviewed



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## **4 PART-TIME EMPLOYEES**

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4.1 This Regulation applies to the involvement of part-time employees who have pedagogical or other professional education in the relevant profile and carry out professional training activities.

4.2 Part-time employees are assigned a corresponding position with a grade no higher than 3. If a part-time employee applies for grade 1 or 2 of the corresponding position, then an additional agreement to the employment contract is concluded with him, within the framework of which he undertakes to fulfill the requirements for maintaining the grade in accordance with the internal regulatory documents of the University. In case of failure to fulfill the accepted obligations, the part-time employee does not have the right to subsequently claim the occupied and higher grade and/or position.

4.3 The University also provides positions for part-time workers with significant practical work experience – Adjunct assistant and Adjunct professor.

4.4 The position of Adjunct Assistant may be filled by part-time employees who are experts in a specific field of professional activity, have at least 5 (five) years of practical work experience relevant to the appropriate educational program, preferably hold an academic Master's degree from leading Kazakhstani and/or foreign educational organizations, and/or hold international professional certificates of the appropriate level and/or are members of recognized international associations.

4.5 The position of Adjunct Professor may be filled by part-time employees who are experts in a specific field of professional activity, have at least 8 (eight) years of professional experience relevant to the appropriate educational program, have a PhD (Doctor of Philosophy) or DBA (Doctor of Business Administration) degree from leading Kazakhstani and/or foreign educational organizations, and/or have international professional certificates of the appropriate level and/or membership in recognized international associations.

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## **5 LIABILITY AND DISPUTE RESOLUTION**

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5.1 The academic teaching staff is responsible for the accuracy and completeness of the documents submitted for assigning or maintaining a grade and their compliance with the requirements of the Regulation.

5.2 In case of falsification or provision of knowingly false information, the relevant collegial body does not consider the submitted documents and transfers the materials to the authorized body of the University for consideration.