

"CLAIMED"

Order of the Chairman

Board-Rector of NJSC

"Kazakh National University named al-Farabi"

№ 698 from "_22_" _December_ 2022

**Approval procedure
department of legal and documentation support
internal regulatory documents, contracts, orders, regulations, agreements,
memorandums developed by the structural divisions of NJSC "Kazakh National
University named al-Farabi"**

Almaty, 2022

1. General provisions

1. 1. This Procedure defines the requirements for the approval procedure by the Department of Legal and Documentation Support of NJSC "Al-Farabi Kazakh National University" (hereinafter referred to as the University) of internal regulations, contracts, orders developed by structural divisions of the university and developed on the basis of the legislation of the Republic of Kazakhstan, the Charter of the University, the Rules for documenting, managing documentation and using electronic document management systems in state and non-state organizations, approved by the Decree of the Government of the Republic of Kazakhstan № 703 of October 31, 2018 (hereinafter referred to as Resolution № 703), the Regulations for Documentation and Document Management of the University, approved by order of the Chairman of the Board-Rector № 31 dated February 4, 2022 (hereinafter referred to as the Regulations), Regulations on the Department of Legal and Documentation Support of the University, approved by order of the Chairman of the Board-Rector № 376 dated August 23, 2021.

1.2. The following definitions and terms are used in this Procedure:

- **the department of legal and documentation support** (hereinafter - DL) - a structural subdivision of the University, which operates in accordance with the Charter and Regulations on the Department;

- **internal regulatory documents** (hereinafter - IRD) - written documents approved by the Board of Directors, the Board or the Chairman of the Board-Rector (hereinafter - the Chairman of the Board-Rector) in the manner established by the legislation of the Republic of Kazakhstan, the Charter of the University, establishing, changing or terminating generally binding norms (rules) of conduct that are mandatory for compliance / execution / application by employees of the University and its branches in the performance of their official duties;

- **IRD developer** - a structural subdivision of the University, the initiator of the development of a draft internal regulatory document, ensuring its coordination with the DL and submitting them for approval by the chairman of the Board-Rector of the University;

- **developer of a contract, agreement, memorandum** - a structural subdivision of the University, initiator of the development of a draft contract, agreement, memorandum, ensuring their coordination with the DL, responsible for concluding, executing and bringing them to their logical conclusion;

- **the developer of the order, order** - a structural unit of the University, the initiator of the development of the draft order, order, ensuring their coordination with the DL, responsible for the preparation, execution of orders;

- **document** - in the context of this Procedure - IRD, contract, with the exception of contracts concluded under the Law of the Republic of Kazakhstan "On Public Procurement", agreement, memorandum, order, regulations outgoing correspondence;

- **an official of the DL who approves the draft document** - the director, deputy director, head of the legal work department, head of the sector of the legal work department of the DL (in their absence, the person acting in their capacity);

- **an employee of the DL** - the main, leading specialists of the DL.

1.3. The DL, within its competence, coordinates documents for their compliance with the legislation of the Republic of Kazakhstan, acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Regulations and the requirements of Decree № 703, the legitimate interests of the University, as well as legal registration and availability of details required by law.

1.4. The DL is not responsible for the validity of the development of the document and the adoption of the proposed decision by the Developer, if he did not participate in the process preceding the development of a particular document, as well as for specific methods for calculating any indicators, instructions for accounting for operations describing the sequence of accounting records, accounting and chart of accounts, as well as any technical part indicated in the documents.

1.5. The DL does not coordinate, including through the Salem office IS, presentations of the structural divisions of the University.

1.6. All correspondence outgoing to state and quasi-state bodies, where there are legal risks for the University and the execution of which was not entrusted to the DL, is coordinated with the DL.

1.7. For approval of such correspondence, documents are submitted to the DL at least 3 (three) business days before the deadline for its execution.

1.8. All outgoing correspondence on issues related to the legislation of the Republic of Kazakhstan on combating corruption is coordinated with the Compliance Control Service of the University in accordance with the terms of clause 1.7 of this Procedure.

1.9. All documents provided for by this Procedure shall be signed with lightfast ink. It is not allowed to sign the original document by affixing a facsimile.

2. Deadlines for consideration of documents, requirements for documents submitted for approval and the procedure for approval

2.1. Deadlines for consideration of documents by the DL:

- IRD - **3 working days** from the date of admission to the DL;
- contracts, agreements, memorandums - **2 working days** from the date of receipt in the DL;

- orders, regulations (**2 working days** from the date of receipt via IS Salem office).

2.2. Types of decisions taken by the DL based on the results of studying the documents submitted for approval:

- agreement;
- direction for revision;
- refusal to agree.

2.3. Taking into account the volume and complexity of the documents under consideration, these terms may be extended by the leadership of the DL for a period not exceeding 1 working day.

2.4. IRD approved by the chairman of the Board-Rector, orders, instructions signed by the Chairman of the Board-Rector, are agreed upon by the director of the DL or a person replacing him.

2.5. All orders signed by members of the Board-vice-rectors are agreed by the Deputy Director of the DL.

2.6. In case of disagreement with the orders, these officials of the DL send them for revision or refuse with comments in accordance with the rules of work of the IS Salem office.

2.7. Draft documents to be approved, with the exception of orders, orders sent for approval through the Salem office IS, are submitted to the DL on paper with a memo (indicating the employee and phone number) addressed to the Deputy Director of the DL (in 2 copies). Together with the draft documents, it is necessary to submit all the annexes specified in the text of the agreement, as well as documents to which the corresponding reference is made in the draft, except for references to regulatory documents.

2.8. A draft document consisting of two or more sheets must be numbered, stitched with threads, paper "stitched, numbered, number of sheets" is pasted on the knot of the thread, indicating the full name of the employee of the Developer of the document and his signature.

2.9. The developer of the document that meets the requirements of paragraphs 2.7, 2.8 of this Procedure submits it to the Deputy Director of the DL, who puts down a

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resolution on the memo indicating the full name of the performer (executors), the deadline for execution and the date of the order.

2.10. In case of non-compliance of the draft document, received for approval by the DL, with the conditions of this Procedure, the DL refuses to accept until the deficiencies are eliminated or brought into line with the requirements of this Procedure.

2.11. After the project is finalized by the Developer, the document may be re-submitted for approval in accordance with the terms of this Procedure.

2.12. An employee of the DL no later than the deadlines specified in paragraph 2.1. of this Procedure, approves the project, or in case of non-compliance of the document with the requirements of the legislation of the Republic of Kazakhstan, acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan (Ministry of Education and Science until 06/11/2022), the IRD of the DL University prepares a reasoned conclusion on the refusal to approve and sends it to the Developer.

2.13. When coordinating documents, except for orders and instructions, the employee of the DL initials each sheet of the document, with the exception of the annex.

2.14. After verification by an employee of the DL, the draft document is signed by the following officials of the DL: either the head of the sector of the legal department or the head of the legal department or the deputy director or director. The draft document is considered approved only after it is signed by the indicated persons.

2.15. The approval of the draft document is issued by a visa on the document. The visa must include the personal signature of the coordinating persons, last name, date. The visa must be legible.

3. Final provisions

3.1. Coordination of additional agreements to contracts, memorandums, agreements, amendments, additions to the IRD, orders, instructions is carried out in accordance with the requirements established by this Procedure;

3.2. Structural divisions of the University are obliged to constantly monitor the documents, the developers of which they were (legal successors of the developers) to identify those that are contrary to the legislation of the Republic of Kazakhstan, the Charter, other IRD of the University, documents, decisions of the chairman of the Board-Rector, outdated norms, and also take timely measures to amend or invalidate them (regarding the IRD). At the same time, they are obliged to monitor relevant changes in

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the legislation of the Republic of Kazakhstan, the Charter of the University, and other
internal documents that affect the content of the IRD subject to such monitoring.

3.3. Responsibility for improper fulfillment of the requirements of this Procedure rests with the heads of structural divisions of the University, as well as employees and officials of the DL.

3.4. Issues not regulated by these Rules are subject to resolution in accordance with the norms of the legislation of the Republic of Kazakhstan and / or IRD of the University.