

**"AL-FARABI KAZAKH NATIONAL UNIVERSITY"
NON-COMMERCIAL JOINT STOCK COMPANY**

**REGULATIONS ON
DOCUMENTATION AND DOCUMENTATION
MANAGEMENT OF
"AL-FARABI KAZAKH NATIONAL
UNIVERSITY"
NON-COMMERCIAL JOINT- STOCK COMPANY**

Almaty city, 2023

**REGULATIONS ON
DOCUMENTATION AND MANAGEMENT DOCUMENT OF
"AL-FARABI KAZAKH NATIONAL UNIVERSITY"
NON-COMMERCIAL JOINT STOCK COMPANY**

1. GENERAL PROVISIONS

1.1. The management of the current activities of "Al-Farabi Kazakh National University" Non-Commercial Joint Stock Company (*hereinafter referred to as the University*) is carried out by the Chairman of the Board-Rector, who implements the decisions of the Sole Shareholder and the Board of Directors, and has the right to make decisions on any issues of the university's activities that are not related to the current legislation and The Charter of the University to the competence of other bodies and officials of the University.

1.2 The Chairman of the Board-Rector issues orders and instructions on administrative, operational and individual issues that do not contradict the legislation of the Republic of Kazakhstan, the actions of which can be canceled (changed) or suspended by him in whole or in part.

1.3. The Chairman of the Board-Rector provides reception on personal issues according to the admission schedule developed by the University.

2. MANAGEMENT DECISION-MAKING

2.1. University management decision-making processes and the decisions themselves are documented using the minutes of the meetings of the University Board.

3. DOCUMENTATION OF MANAGEMENT ACTIVITIES OF THE UNIVERSITY

3.1. When preparing, agreeing, signing and approving documents resulting from the activities of the university, it is necessary to follow the rules that ensure their legal force.

3.2. The composition of the documents formed in the course of the university's activities is determined by its competence and functions, the scope of managerial actions, the procedure for resolving issues (collegiate), the nature of interaction between the university and other organizations.

The documents of the university include:

1) organizational documents (certificate of state registration of a legal entity, charter, licenses, structure and staffing, staffing, internal labor regulations and other regulatory documents);

2) administrative documents (orders, orders, decisions);

3) information and reference documents (protocols, acts, certificates, letters, reports and explanatory notes);

4) contracts, employment contracts;

5) documents on personnel.

3.3. Documents are drawn up on university forms that comply with the Rules for Documentation, Documentation Management and the Use of Electronic Document Management Systems in State and Non-Governmental Organizations, approved by the Decree Government of the Republic of Kazakhstan dated October 31, 2018 No. 703.

The university uses the following forms of documents:

1) letterhead;

2) order form;

3) instruction form.

Paper forms of university documents are subject to accounting and are used strictly for their intended purpose.

Electronic forms are not subject to accounting.

- 3.4. The heading to the text of the document is drawn in bold from the border of the left margin of the document without word wrapping and contains no more than 35 characters per line.
- 3.5. The text of the document is printed in size No. 14 Times font New Roman or Aria 1 with one line spacing.
- 3.6. The document is signed with lightfast ink. It is not allowed to sign the original document by affixing a facsimile.
- 3.7. The right to sign university documents is determined in accordance with the administrative documents of the Chairman of the Board-Rector on the delegation of authority or powers of attorney to perform certain actions on behalf of the university.
- 3.8. An electronic document is certified by an electronic digital signature of a person who has the authority to sign this document.
- 3.9. The document drawn up by the commission does not indicate the names of the positions of the persons who signed the document, but their duties as members of the commission.
- 3.10. Documents of the collegiate bodies of the university are signed by the chairman and the secretary (the chairman and the person who made the recording).
- 3.11. The minutes of operational meetings of the university and its structural divisions are signed by the presiding person.
- 3.12. If there is no official whose signature is prepared on the draft document, then the document is subject to re-issuance to the person performing his duties. It is not allowed to sign a document with the preposition "for" or putting a slash before the title of the position.
- 3.13. Approval of a draft document is issued by a visa on the document (internal approval). Documents are endorsed by the executor (responsible executor), the head of his department, other interested officials, vice-rectors according to the distribution of duties.
- 3.14. For an electronic document, approval occurs through an electronic digital signature.
- 3.15. The stamp of approval of the document is located in the upper right corner of the first sheet of the document and is drawn up in lowercase letters.
- 3.16. The resolution is located at the top of the first sheet of the document in a place free from text or is drawn up on a separate chip.
- 3.17. In cases where an order is given to two or more persons, the main executor is the person indicated first in the order, unless otherwise provided in the resolution itself.

4. PREPARATION OF ADMINISTRATIVE DOCUMENTS

- 4.1. Orders and decisions of the university are developed in the state language, if necessary, their development can additionally be conducted in Russian. Sheets of orders and annexes to them are numbered by continuous numbering at the top of each sheet in the middle.
- 4.2. All orders and decisions are drawn up on the letterhead of the university and contain the following details: the name of the university, name of the type of document, date of the order, registration number, title to the text, text, signature, approval mark, university seal imprint.
- 4.3. The text of the order and decision consists of two parts: ascertaining (preamble) and instructive.
- 4.3.1. The ascertaining part reflects the goals and objectives of the prescribed actions, the reasons for issuing, and provides links to the document that served as the basis for the order. The preamble in draft orders and decisions ends with the words "I ORDER" and "I INSTRUCT", respectively, which are written in capital letters, in bold type. It cannot be moved to another line.
- 4.3.2. The administrative part contains the prescribed actions, the names of the officials responsible for their implementation, the deadlines for execution and the control procedure.
- Each paragraph of the administrative part begins with an indication of a specific action, expressed by the verb in an indefinite form, then the performers and the deadline for execution are indicated in the paragraph.
- 4.4. Orders and decisions are registered separately in the relevant databases and numbered sequentially within the calendar year.

4.5. **Orders on the main activities** reflect decisions on the activities of the university. The order comes into force from the moment of signing by the Chairman of the Board-Rector or an authorized representative, unless otherwise specified in its text. The signed order is registered in the documentation support unit.

4.6. **Staffing orders** reflect decisions regarding the university's personnel policy. The order comes into force from the moment of signing by the Chairman of the Board-Rector or an authorized representative unless otherwise specified in its text. The signed order is registered in the Human Resources Development Unit.

The letters "k" are added to the serial number of orders on the personnel of employees through a hyphen (frame).

4.7. **Orders for students** reflect decisions on the organization of the educational process. The order comes into force from the moment of signing by the Chairman of the Board - the Rector or an authorized representative unless otherwise specified in its text. The signed order is registered in the Student's Office. The letters "b/a" (bilim alushy) are added to the ordinal number of orders for trainees through a hyphen.

4.8. **Orders** are issued on operational issues and to organize the execution of resolutions, orders signed by the Chairman of the Board-Rector and vice-rectors on the basis of a power of attorney. Approved by the performer. Register in documentation department

4.9. Instructions for faculties are issued by the deans and registered with the dean's office.

4.10. Orders and instructions signed by the Members of the Board-Vice-Rectors are signed and issued after agreement with the head of the Secretariat office.

5. PREPARATION OF INFORMATION AND REFERENCE DOCUMENTS

5.1. **The Minutes of Meeting** is drawn up on the basis of the notes made during the meeting (sessions, meetings), submitted abstracts of reports and speeches, references, draft decisions and other materials. The protocol, drawn up within the university and not beyond its limits, is not drawn up on a form.

5.1.1. The details of the protocol are: the official name of the university and (or) structural unit, the name of the type of document, the date, the registration number of the protocol, the place of publication of the protocol, the stamp of approval (in some cases), the title of the protocol, the text, the signature.

5.1.2. Protocols are drawn up in full or short form.

5.1.3. The protocol is signed by the chairman and the secretary. The date of the minutes is the date of the meeting. If it lasted several days, then the dates of the beginning and end of the meeting are indicated through a dash.

5.1.4. Minutes are assigned sequential numbers within the clerical year separately for each group of minutes - minutes of meetings, meetings of boards, minutes of technical, scientific and expert councils, and others.

5.1.5. Copies of the minutes or decisions taken in the form of extracts from the minutes are sent to interested officials in accordance with the distribution index.

5.2. Act is compiled within the university not on a letterhead. The content of the act is information confirming the established facts or events. The act is drawn up by several persons confirming this fact.

5.2.1. The requisites of the act are: the official name of the university, the name of the type of document, the date, the registration number of the act, the place of signing the act, the stamp of approval (in some cases), the heading of the act, the text, the signature.

5.2.2. The text of the act consists of an introduction and a statement.

5.2.3. The introduction indicates the basis for drawing up the act, lists the compilers and persons present at the same time.

5.2.4. The ascertaining part of the act contains the essence of the established facts, the methods by which the verification was carried out, its results, as well as the conclusions, proposals, conclusions of the commission.

5.2.5. The act is signed by the chairman and members of the commission or by the persons who drew up the act.

5.2.6. The surnames, initials of the persons signing the act are drawn up in alphabetical order by surname, their positions are not indicated.

5.2.7. Familiarization of persons with the act is carried out against signature.

5.3. Certificates sent outside the organization are drawn up on the letterhead of the university.

5.3.1. An internal certificate is issued on white sheets of paper without using a form.

5.3.2. Help content is information that describes facts, events, or information.

5.3.3. Reference details are: official name of the organization, name of the type of document, date, certificate registration number, place of publication, addressee, title to the text, text, signature, seal imprint, note about the performer.

5.3.4. The texts of certificates issued to citizens confirming the place of work, position, salary and other information begin with the indication in the nominative case of the surname, name, patronymic (if any) of the person about whom the information is reported. At the end of the text or in the upper right corner, the organization where the certificate is submitted is indicated.

5.4. Letters are issued on forms, include the following composition of details: the image of the logo of the rector's office of "Al- Farabi KazNU" NJSC, the official name of the university, the date, the outgoing registration number of the letter, a link to the registration number and the date of the incoming document (if it is a response), the addressee, title to the text, text, note about the presence of the application, signature, note about the artist.

5.4.1. Letters fall into three categories:

1) letters of inquiry containing a request for the provision of the necessary information or for the implementation of actions that the organization must perform;

2) letters of response containing the requested information, information on the performance of the required actions or notification of the impossibility of sending the required information or performing the action;

3) cover letters sent along with other documentary materials.

6. RECEPTION AND REGISTRATION OF DOCUMENTS

6.1. Organization and record keeping, reception, processing and distribution of correspondence addressed to the Chairman of the Board-Rector and Members of the Board-Vice-Rectors, including messages received via various channels of communication and data transmission, are carried out centrally by the documentation support unit.

6.2. Incoming documents entering the university undergo primary processing, preliminary review, registration, review by the management and are delivered to the executors.

6.2.1. An appeal filed in the manner prescribed by the Administrative Procedural and Procedural Code of the Republic of Kazakhstan is subject to mandatory acceptance, registration, accounting and consideration.

6.2.2. Refusal to accept an appeal is prohibited.

6.2.3. The appeal is registered on the day of its receipt.

6.2.4. Envelopes marked "Personally" are handed over to their destination without opening.

6.2.5. Registration of incoming correspondence is carried out within groups of documents.

1) from the higher bodies of the Republic of Kazakhstan;

2) from organizations, enterprises, institutions;

3) appeals of citizens.

6.2.6. Registration of an electronic document by the documentation support unit is carried out when establishing the ownership of the electronic document by the sender and the integrity of the content by carrying out the procedure for verifying the electronic digital signature and obtaining a positive result of verifying the electronic digital signature of an official of a state body (organization).

6.2.7. Registered documents after their registration in the electronic registration and control card submitted to management for decision.

6.2.8. If it is necessary to immediately execute the received document, it is allowed to familiarize the contractor with its content before considering the document by the management of the organization.

6.2.9. Upon receipt of an incoming document sent only on paper, a participant in the electronic document management system reproduces in electronic digital form (scans) the received document and all its attachments into one electronic file of the same format.

6.2.10. The transfer of electronic documents to performers is carried out through an electronic document management system.

6.3. Outgoing documents processed by the documentation department.

6.3.1. When receiving documents for sending, the documentation support unit checks the correctness of their execution, the presence and completeness of the applications specified in the main document. Incorrectly executed documents are returned to the performers.

6.3.2. The signed documents are registered and sent to the addressee (addressees) on the day of their signing (approval) or no later than the next business day.

6.3.3. In the electronic document management system, automatic assignment of the registration number and date of the document is allowed when signing an electronic document with an electronic digital signature.

6.3.4. Before sending an electronic document, the correctness of its execution is checked, including the procedure for checking the electronic digital signature, checking the positive result of the electronic digital signature and registration certificates.

6.3.5. The sender is responsible for the compliance of the content of the electronic document with the original of the paper document.

7. SEALS AND STAMPS STORAGE ORDER

7.1. The university uses the following round seals:

1) mastic seal of the university with the logo of the Rectorate of “Al- Farabi KazNU” NJSC with text around the circumference in the state, Russian and English languages;

2) mastic round seals of structural subdivisions.

7.2. The following order of use of seals is established:

1) the mastic seal of the university with the logo of the Rectorate of “Al- Farabi KazNU” NJSC is put on documents signed by the Chairman of the Board-Rector and vice-rectors on the basis of the power of attorney of the Chairman of the Board-Rector;

2) mastic round seals of structural subdivisions are placed on documents signed by the heads of these subdivisions.

7.3. Seals, stamps subject to protection, and means of protecting documents are stored in sealed safes or metal cabinets.

7.4. The destruction of seals and stamps subject to protection is carried out with the drawing up of an act on the allocation for destruction of seals and stamps subject to protection, in the form in accordance with Annex 23 to Rules for documenting, managing documents and using electronic document management systems in government and non-government organizations, approved by the Decree of the Government of the Republic of Kazakhstan dated October 31, 2018 No. 703 , and putting down the appropriate marks in the register and issuance of seals , stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink.

7.5. Control over the safety and proper use of seals and stamps available at the university is entrusted to the heads of structural divisions and employees who are personally assigned to the existing seals.

8. CONTROL OF DOCUMENT EXECUTION DATES

8.1. Control over the passage and execution of documents is carried out by the head of the Office of the Secretariat, vice-rectors, heads of structural units, secretaries of collegiate management bodies and the documentation support unit.

8.2. Responsibility for the timely and high-quality execution of documents is borne by the executors.

8.3. Terms of execution are calculated in calendar days from the date of signing the document, and for received documents - from the date of receipt.

8.4. In accordance with the Administrative Procedural and Procedural Code of the Republic of Kazakhstan, the following terms are established for consideration of incoming documents:

1) documents with a set deadline for execution are considered within the time period specified in the document;

2) all other categories of documents are considered within 15 working days. This period may be extended by a reasoned decision of the head of the structural unit, but should not exceed one month, unless otherwise established by the legislation of the Republic of Kazakhstan;

3) the term for consideration of the complaint is twenty working days.

Appendix 1

PROCEDURE FOR APPROVING ORDERS SIGNED BY THE CHAIRMAN OF THE MANAGEMENT BOARD-RECTOR

No.	Name	Sighting sites
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1.	Orders for the main activity: <ul style="list-style-type: none"> - on the distribution of responsibilities, as well as the scope of authority and responsibility between the Chairman and members of the Management Board; - approval of the Regulations on structural divisions; - approval of job descriptions for employees of structural divisions; - approval of the Regulations on the procedure and conditions for granting travel and representation expenses; - approval of the Regulations on the conditions of remuneration, material incentives, bonuses and other remuneration of employees; - approval of the Regulations on the Conciliation Commission; - approval of the chairmen of the attestation commission; - on approval of the chairmen of the state examination commission on "Modern History of Kazakhstan"; - on appointment of the chairmen of the Methodological Council of faculties; - approval of permanent members of dissertation councils; - approval of academic committees; - other orders related to the university's activities. 	<ul style="list-style-type: none"> 1. Responsible executive; 2. Head of the relevant structural division; 3. Director of the Department for Academic Affairs (<i>in the field of activity</i>); 4. Director of the Department for Science and Innovation (<i>in the field of activity</i>); 5. Director of the Department of Legal and Documentation Support; 6. Director of the Department of Economics and Finance (<i>in the field of financial Management</i>).- <i>economic activity</i>); 7. Vice-Rector in the field of activity.
2.	Orders on the personnel of employees: <ul style="list-style-type: none"> - about the appointment, relocation of university personnel, as well as their dismissal. 	<ul style="list-style-type: none"> 1. Executive Officer; 2. Director of the Department of Human Resources Development; 3. Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>)
3.	Orders for students: <ul style="list-style-type: none"> - about the transfer. - approval of topics and academic supervisors; - on approval of scientific consultants for PhD students; - on approval of the topics of dissertation research for PhD students; - on awarding the degree of Doctor of Philosophy (PhD); 	<ul style="list-style-type: none"> 1. Executive Officer; 2. Head of the relevant structural division; 3. Director of the Department of Academic Affairs; 4. Director of the Department of Science and Innovation; 5. Director of the Department of Legal and Documentation Support;

	<ul style="list-style-type: none"> - approval of research topics and scientific consultants for postdoctoral students; - on the admission of doctoral students from other universities to defend their doctoral dissertations in the Dissertation Councils of the University; - on the adjustment of topics and re-approval of academic supervisors/consultants of students; - on the approval of the academic calendar; - on the transfer to training using distance learning technologies; - on the expulsion (regarding students who received an "unsatisfactory" rating on the final certification). 	<p>6. Director of the Department of Economics and Finance (<i>for Financial and Economic Activities</i>);</p> <p>7. Vice-Rector in the direction of activities</p>
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**PROCEDURE FOR APPROVING ORDERS SIGNED BY A MEMBER OF THE
MANAGEMENT BOARD-VICE-RECTOR FOR OPERATIONS**

No.	Name	Sighting sites
1.	Orders for the main activity: - within the limits of their powers	1. Responsible executor; 2. Head of the relevant structural division; 3. Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>); 5. Vice-Rector for activity
2.	Orders for employees ' personnel: - according to the supervised areas and structures, with the exception of the senior (managerial) staff of the university's structural divisions.	1. Executive Officer; 2. Director of the Department of Human Resources Development; 3. Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>).
3.	Other orders: - during the period of replacement of other vice-rectors.	

**PROCEDURE FOR APPROVING ORDERS SIGNED BY A MEMBER OF THE
MANAGEMENT BOARD-VICE-RECTOR FOR ACADEMIC AFFAIRS**

No.	Name	Sighting sites
1.	Orders for the main activity: <ul style="list-style-type: none"> - within the limits of their powers - on preparation for the academic year; - about the preparation and timing of the (winter, summer) examination session of the academic year; - about the organization of the summer semester of the academic year; - on the appointment of coordinators of educational programs with the use of distance learning technologies at faculties. 	<ul style="list-style-type: none"> 1. Executive Officer; 2. Head of the relevant structural division; 3. Director of the Department of Academic Affairs; 4. Deputy Director of the Department of Legal and Documentation Support; 5. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>).
2.	Orders for students: <ul style="list-style-type: none"> - about the issue. - on the granting of academic leave; - on the extension of academic leave; - on the return from academic leave; - on the expulsion (except for students who received the final certification rating "unsatisfactory"); - about recovery. - on the restoration of students to pass the final certification; - transfer of students within the university; - transfer of students from another university; - transfer to (vacant) educational grants; - about transfer to the next course; - about sending students on a business trip to the event (<i>for supervised areas</i>). - on the issue of a duplicate diploma; - about changes in personal data; - about enrollment in additional training; - about the appointment of a scholarship; - on the organization of internal academic mobility; - on the organization of external academic mobility; - on the organization and conduct of training practice; - on the organization and conduct of industrial practice; - on the admission of undergraduates and doctoral students to the defense; - on enrollment in the military department; - on suspension from military training; - on the admission of foreign citizens to training; - on the encouragement of students (<i>in supervised areas</i>); - about the postponement and new terms of the final certification. - about discounts for training. 	<ul style="list-style-type: none"> 1. Executive Officer; 2. Head of the relevant structural division; 3. Director of the Department of Academic Affairs; 4. Deputy Director of the Department of Legal and Documentation Support; 5. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>).

3.	Orders on the personnel of employees: - according to the supervised areas and structures, with the exception of the senior (managerial) staff of the university's structural divisions.	1. Executive Officer; 2. Director of the Department of Human Resources Development; 3. Deputy Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>).
4.	Other orders: - during the period of replacement of other Vice-Rectors.	

**PROCEDURE FOR APPROVING ORDERS SIGNED BY A MEMBER OF THE
MANAGEMENT BOARD-VICE-RECTOR FOR RESEARCH AND INNOVATION**

No.	Name	Sighting sites
1.	Orders for the main activity: - within the limits of their powers	1. Responsible executive; 2. Head of the relevant structural division; 3. Director of the Department for Science and Innovation; 4. Deputy Director of the Department of Legal and Documentation Support; 5. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>).
2.	Orders for students: -on the preparation and holding of an international scientific and methodological conference; - on admission to the postdoctoral program; - about the completion of postdoctoral studies; - about the successful organization and conduct of research practice; - about the restoration of doctoral students for defense; - about the release of doctoral students after defense; - about the scientific internship of postdoctoral students; - about the vacation of postdoctoral students; - about the deduction from the postdoctoral program; - about a foreign scientific internship; - about a scientific internship of undergraduates, doctoral students (within Kazakhstan); - about returning from a foreign internship; - about issuing a duplicate of a PhD diploma; - about awarding scholarships to PhD students under the COMSATS program. - about sending students on a business trip to the event (<i>in the supervised areas</i>); - on the promotion of students (<i>in the supervised areas</i>);	1. Responsible executive; 2. Head of the relevant structural division; 3. Director of the Department for Academic Affairs (<i>academic Affairs</i>); 4. Director of the Department for Science and Innovation; 5. Deputy Director of the Department of Education and Science of the Russian Federation. the department of Legal and Documentation Support; 6. Director of the Department of Economics and Finance (<i>for Financial and economic activities</i>).
3.	Orders on the personnel of employees:	1. Executive Officer;

	- according to the supervised areas and structures, with the exception of the senior (managerial) staff of the university's structural divisions.	2. Director of the Department of Human Resources Development; 3. Deputy Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic Activities</i>).
4.	Other orders: - during the period of replacement of other Vice-Rectors.	

**PROCEDURE FOR APPROVING ORDERS SIGNED BY A MEMBER OF THE
MANAGEMENT BOARD-VICE-RECTOR FOR SOCIAL DEVELOPMENT**

No.	Name	Sighting sites
1.	Orders for the main activity: - about payment of monetary compensation for meals; - on the allocation of monetary compensation for travel and meals to students who are registered on the " D " list; - about a business trip to the event. <i>(for supervised areas).</i> - on the allocation of material resources to help socially vulnerable segments of the population; - about the promotion; <i>(for supervised areas).</i> - about discounts for accommodation in dormitories;	1. Responsible executive; 2. Head of the relevant structural division; 3. Director of the Department for Youth Affairs; 3. Deputy Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance <i>(for Financial and economic activities).</i>
2.	Orders on the personnel of employees: - according to the supervised areas and structures, with the exception of the senior (managerial) staff of the university's structural divisions.	1. Executive Officer; 2. Director of the Department of Human Resources Development; 3. Deputy Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance <i>(for Financial and Economic activities).</i>
3.	Other orders: - during the period of replacement of other Vice-Rectors.	

**PROCEDURE FOR APPROVING ORDERS SIGNED BY A MEMBER OF THE
MANAGEMENT BOARD-VICE-RECTOR FOR FINANCIAL AFFAIRS**

No.	Name	Sighting sites
Points 1.	Orders for the main activity: - within the limits of their powers	1. Responsible executor; 2. Head of the relevant structural division; 3. Deputy Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>). 5. Deputy Vice-Rector for Financial Affairs.
2.	Orders on the personnel of employees: - according to the supervised areas and structures, with the exception of the senior (managerial) staff of the university's structural divisions.	1. Executive Officer; 2. Director of the Department of Human Resources Development; 3. Deputy Director of the Department of Legal and Documentation Support; 4. Director of the Department of Economics and Finance (<i>for Financial and Economic activities</i>).
3.	Other orders: - during the period of replacement of other Vice-Rectors.	

**LIST OF REGULATORY LEGAL ACTS
REPUBLIC OF KAZAKHSTAN**

Document	Name	Approved by	Date
1.	Law"On Education"		No. 319-111 of 27.07.2007
2.	Law"On Science"		No. 407-IV LRK of 18.02.2011
3.	Labor Code of the Republic of Kazakhstan		No. 414-V LRK dated 23.11.2015
4.	Administrative Procedural Code of the Republic of Kazakhstan		No. 350-VI LRK dated 29.06.2020
5.	Rules for documentation, documentation management and use of electronic document management systems in state and non-state organizations	<u>the Decree</u> of the Government of the Republic of Kazakhstan	No. 703 of 31.10.2018