

**APPROVED**

**by the decision of the Board of  
Directors non-profit joint stock  
company "Abai Kazakh National  
Pedagogical University"**

**February 19, 2021, Protocol No.2**

*Changes have been made in accordance with the decision of  
the Board of Directors of the Abai Kazakh National  
Pedagogical University, Protocol No.7 dated 01.07.2021.*

**Chairman of the Board of Directors  
G.I. Issimbaeva**



**Classifier of internal regulatory documents  
NJSC "Abai Kazakh National Pedagogical University"**

**1. Documents approved by the Sole Shareholder of the Abai Kazakh National Pedagogical University:**

- 1) Charter of the Abai Kazakh National Pedagogical University; in subparagraph 4 of paragraph 65 of the Company's Charter
- 2) Regulations on the Board of Directors of the Abai Kazakh National Pedagogical University;
- 3) Code of corporate governance of the Abai Kazakh National Pedagogical University; in subparagraph 5 of paragraph 65 of the Company's Charter
- 4) Annual financial statements of the Abai Kazakh National Pedagogical University. in subparagraph 10 of paragraph 65 of the Company's Charter

**2. Documents approved by the Board of Directors of the Abai Kazakh National Pedagogical University:**

- 1) Development Program of the Abai Kazakh National Pedagogical University; Item 2 of Article 53 of the Law of the Republic of Kazakhstan " On Joint-Stock Companies»
- 2) Development plan of NJSC " Abai Kazakh National Pedagogical University "; Item 5 of Article 184 of the Law of the Republic of Kazakhstan "On State Property", item 71 of item 21 of the Company's Charter
- 3) Report on the implementation of the Development Plan of the Abai Kazakh National Pedagogical University; Clause 21, clause 71 of the Company's Charter
- 4) Preliminary annual financial statements of the Abai Kazakh National Pedagogical University; Item 5) Item 71 of the Company's Charter, and item 5) item 2 of Article 53 of the Law of the Republic of Kazakhstan " On Joint-Stock Companies»
- 5) Regulations on the procedure for the selection and appointment of the Chairman of the Board - Rector and the election of members of the Board of the

Abai Kazakh National Pedagogical University; Item 8) Item 71 of the Company's Charter

6) Regulations on the Internal Audit Service of the Abai Kazakh National Pedagogical University; Clause 128 of the Company's Charter

7) Regulations on the Board of the Abai Kazakh National Pedagogical University; p. 30) p. 71 of the Company's Charter

8) Regulations on the Corporate Secretary of the Abai Kazakh National Pedagogical University; Item 11) item 71 of the Company's Charter

9) Regulations on remuneration and bonuses of the Board of the Abai Kazakh National Pedagogical University; 9) Clause 71 of the Company's Charter

10) Regulation on the settlement of corporate conflicts and conflicts of interest; p. 30) p. 71 of the Company's Charter

11) Instructions on ensuring the safety of commercial and official secrets of the Abai Kazakh National Pedagogical University; Item 18) item 2 of Article 53 of the Law of the Republic of Kazakhstan "On Joint-Stock Companies", item 19) item 71 of the Company's Charter

12) Regulations on the assessment of the activities of the Board of Directors, Committees of the Board of Directors, the Management Board, the Internal Audit Service and the Corporate Secretary; p. 30) p. 71 of the Company's Charter

13) Regulations on the Committees of the Board of Directors of the Abai Kazakh National Pedagogical University; p. 30) p. 71 of the Company's Charter

14) Risk management policy of the Abai Kazakh National Pedagogical University; Clause 13, clause 71 of the Company's Charter

15) Accounting policy of the Abai Kazakh National Pedagogical University; Item 11) item 2 of Article 53 of the Law of the Republic of Kazakhstan "On Joint-Stock Companies", item 12) item 71 of the Company's Charter

16) Organizational structure of the Abai Kazakh National Pedagogical University, its branches; Clause 24, clause 71 of the Company's Charter

17) Classifier of internal normative documents of NJSC "Abai Kazakh National Pedagogical University "; Clause 26, clause 71 of the University Charter

18) Rules of payment for the services of an audit organization, as well as an appraiser of the market value of property transferred in payment for shares, or which is the subject of a major transaction of the Abai Kazakh National Pedagogical University; Clause 23, clause 71 of the Company's Charter

19) Regulation on the amount of tuition fees for educational programs of higher and (or) postgraduate education of the Abai Kazakh National Pedagogical University; paragraph 24, clause 71 of the University Charter

20) Forms and requirements for filling out documents on education of their own sample of NJSC "Abai Kazakh National Pedagogical University"; subparagraph 26 of paragraph 71 of the University Charter

21) Regulations on the competitive filling of positions of teaching, research workers and heads of departments; subparagraph 23) paragraph 71 of the University Charter

22) Rules for admission to the organization of higher and postgraduate education; subparagraph 24, paragraph 71 of the University Charter.

23) Rules for the implementation of the sale of assets of NJSC " Abai Kazakh National Pedagogical University ";

### **3. Documents approved by the Management Board of the Abai Kazakh National Pedagogical University:**

1) Regulations on the Academic Council of the Abai Kazakh National Pedagogical University;

2) Internal regulations of NJSC "Abai Kazakh National Pedagogical University";

3) Code of Business Ethics of the Abai Kazakh National Pedagogical University;

4) Regulations on information security of the Abai Kazakh National Pedagogical University;

5) Internal regulations for students of the Abai Kazakh National Pedagogical University;

6) Regulations on the admission of students to higher and postgraduate education at the Abai Kazakh National Pedagogical University;

7) Regulations on the magistracy at the Abai Kazakh National Pedagogical University;

8) Regulations on doctoral studies at the Abai Kazakh National Pedagogical University;

9) Regulations on the ethical commission of the Abai Kazakh National Pedagogical University;

10) Regulations on the website of the Abai Kazakh National Pedagogical University;

11) Regulations on scientific journals of the Abai Kazakh National Pedagogical University;

12) Image policy of the Abai Kazakh National Pedagogical University;

13) Social policy of the Abai Kazakh National Pedagogical University;

14) Regulations on the Disciplinary Council of the Abai Kazakh National Pedagogical University;

15) Personnel policy of the Abai Kazakh National Pedagogical University;

16) Regulations on attestation of the teaching staff and employees whose activities are related to the organization of the educational process of the Abai Kazakh National Pedagogical University;

17) Concept of anti-corruption policy, specification "anti-corruption management system", anti-corruption standard, Regulation on anti-corruption council, procedure "assessment of corruption risks", policy for resolving conflicts of interest, procedure "gifts and hospitality" NJSC "Abai Kazakh National Pedagogical University";

18) Rules on the procedure for providing places in the hostel, as well as the rules for the residence of students and other persons in the hostels of the Abai Kazakh National Pedagogical University;

19) Regulations on the personnel reserve of the Abai Kazakh National Pedagogical University;

20) Instructions on labor protection in the field of an integrated management system of the Abai Kazakh National Pedagogical University;

21) Regulations on the provision of paid services of the Abai Kazakh National Pedagogical University;

22) Standard form of an employment contract with employees of the Abai Kazakh National Pedagogical University;

23) Standard form of agreement with students of the Abai Kazakh National Pedagogical University;

24) Regulations on advanced training of administrative and managerial personnel of NJSC "Abai Kazakh National Pedagogical University";

25) Staffing table, organizational structure of NJSC "Abai Kazakh National Pedagogical University", its branches and representative offices, on the basis of the number of staff approved by the Board of Directors;

26) Rules for registration of death and destruction of certain types of property that have become unusable due to physical and moral deterioration, as a result of natural disasters and accidents, thefts in the Abai Kazakh National Pedagogical University;

27) Rules for the transfer of property of the non-profit joint-stock company "Abai Kazakh National Pedagogical University" in property lease;

28) Other internal documents adopted in order to organize the activities of the Abai Kazakh National Pedagogical University.

#### **4. Documents approved by the Chairman of the Board - Rector of the Abai Kazakh National Pedagogical University:**

1) Regulations on structural divisions of the Abai Kazakh National Pedagogical University;

2) Job descriptions of employees of structural divisions of the Abai Kazakh National Pedagogical University;

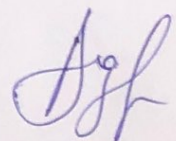
3) Regulations on the commissions of the Abai Kazakh National Pedagogical University;

4) Regulations on the Dissertation Council of the Abai Kazakh National Pedagogical University;

5) Policies, Rules, Regulations in the field of the integrated management system of the Abai Kazakh National Pedagogical University.

#### **5. Documents approved by the Academic Council of the Abai Kazakh National Pedagogical University:**

1) Work plan of the Academic Council of the Abai Kazakh National Pedagogical University;



- 2) Academic policy of the Abai Kazakh National Pedagogical University;
- 3) Rules for admission to study of post-secondary, higher and postgraduate education at the Abai Kazakh National Pedagogical University;
- 4) Regulations on the academic mobility of students, teachers and employees of the Abai Kazakh National Pedagogical University;
- 5) Regulations on the educational and methodological council of the Abai Kazakh National Pedagogical University;
- 6) Regulations on the organization and holding of scientific and practical conferences in the NJSC "Abai Kazakh National Pedagogical University";
- 7) Regulations on the rating assessment of the activities of the teaching staff and departments of the Abai Kazakh National Pedagogical University;
- 8) Regulations on the preparation of monographs by the Abai Kazakh National Pedagogical University;
- 9) Regulations on the grant competition of scientific projects of the Abai Kazakh National Pedagogical University;
- 10) Regulations on postgraduate education of the Abai Kazakh National Pedagogical University;
- 11) Requirements for a master's thesis of the Abai Kazakh National Pedagogical University;
- 12) Requirements for the design of PhD theses of the Abai Kazakh National Pedagogical University;
- 13) Regulations on the assignment of academic titles to the teaching staff and the scientific staff of the Abai Kazakh National Pedagogical University;
- 14) Internal regulations of the Abai Kazakh National Pedagogical University;
- 15) The Code of Academic Integrity of the Abai Kazakh National Pedagogical University;
- 16) Regulations on the Association of Young Scientists Teachers of the Abai Kazakh National Pedagogical University;
- 17) Regulation on youth affairs of the Abai Kazakh National Pedagogical University;
- 18) Regulations on the verification of students' written works for plagiarism of the Abai Kazakh National Pedagogical University;
- 19) Requirements for the development and execution of diploma theses of the Abai Kazakh National Pedagogical University;
- 20) The rules for the formation of the educational program of the Abai Kazakh National Pedagogical University.

