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Document Status



"APPROVED"
Chairman of the Board-Rector
JSC "ALT University named after
Mukhametzhan Tynyshpaev"
«25» September 2025

WORK INSTRUCTION
REGULATIONS ON THE RECTORATE
WI-ALT-90

Almaty

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1. SCOPE OF APPLICATION

1.1 This work instruction (hereinafter referred to as WI) is intended for use at the Joint-Stock Company "ALT University named after Mukhametzhan Tynyshpaev" (hereinafter referred to as the University) in the operation of the integrated management system in accordance with the requirements of ST RK ISO 9001-2016, ST RK ISO 14001-2016, ST RK ISO 45001-2019, and ST RK ISO 50001-2019.

2. NORMATIVE REFERENCES

In this work instruction, references are made to the following normative documents:

2.1 References to international and national standards:

- ISO 9000:2015 – Quality management systems. Fundamentals and vocabulary
- ST RK ISO 9001-16 – Quality management systems. Requirements
- ST RK ISO 14001-16 – Environmental management systems. Requirements with guidance for use
- ST RK ISO 45001-19 – Occupational health and safety management systems. Requirements with guidance for use
- ST RK ISO 50001-19 – Energy management systems. Requirements with guidance for use

2.2 National Legislative Framework:

- Law of the Republic of Kazakhstan
No. 319-III dated July 27, 2007
(Education Law No. 64-VIII dated February 23, 2024) – On education
- Law of the Republic of Kazakhstan
No. 188-VII dated January 3, 2023 – On combating corruption
- Law of the Republic of Kazakhstan
No. 415-11 dated May 13, 2003
(as amended by No. 138-VII dated July 12, 2022) – On joint-stock companies

2.3 References to Internal Normative Documents:

- DP-ALT-01 – Documented information management
- DP-ALT-02 – Internal audit
- DP-ALT-03 – Management of nonconformities and corrective actions
- DP-ALT-04 – Integrated management system analysis by management
- DP-ALT-05 – Risk identification, assessment, and management
- DP-ALT-06 – Information exchange, involvement, and consultation

3. TERMS, DEFINITIONS, AND ABBREVIATIONS

3.1 The terms and their definitions used in this Work Instruction (WI) are in accordance with the international and national standards ISO 9000:2015, ST RK ISO 9001-2016, ST RK ISO 14001-2016, ST RK ISO 45001-2019, ST RK ISO 50001-2019, the regulatory legal acts of the Republic of Kazakhstan, and the University's internal normative documents.

The following designations and abbreviations are used in this WI:

1. IMS – Integrated Management System
2. PC – Process Map
3. WI – Work Instruction

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4. MR – Management Representative for IMS
5. DAPPQ – Department of Academic Planning and Quality

4. RESPONSIBILITIES AND AUTHORITIES

4.1 All University employees are responsible for the proper application of the requirements of this Work Instruction in their activities.

4.2 Responsibility for the implementation of the WI "Regulations on the Rectorate" lies with the Head of the University and the Secretary of the Rectorate. This document defines the procedure for organizing the work of the Rectorate, holding its meetings, making decisions, and monitoring their execution in accordance with this WI.

4.3 The Management Representative is authorized to require the elimination of nonconformities with the criteria of this WI, both on an operational basis and as a result of certification, inspection, and internal audits of the University's integrated quality management system.

5. WORK EXECUTION PROCEDURE

5.1.General Provisions

5.1.1 The University Rectorate is a collegial body tasked with addressing strategic and operational issues related to the management of the University.

5.1.2 The composition, powers, and procedures of the Rectorate are determined by the Law "On Education" (with amendments and additions as of 04.07.2018), the University Charter, the Model Rules for the Activities of Educational Organizations Implementing Higher and Postgraduate Educational Programs approved by the Resolution of the Government of the Republic of Kazakhstan dated 02.08.2023 No. 379, and this Regulation. The Rectorate operates on the principles of transparency and collective discussion of matters within its competence.

5.1.3 This Regulation on the Rectorate is the primary document governing the establishment and operation of the Rectorate.

5.1.4 The decisions of the Rectorate are mandatory for all University employees.

5.2. Main Objectives

5.2.1 The main objectives of the Rectorate are:

- Planning and organizing the educational process, research activities, student development initiatives, international cooperation, and engagement with society and the business community;
- Reviewing the implementation of current work plans by the University's structural units;
- Organizing the execution of decisions by the University's Academic Council, orders, directives, and assignments of the Chairman of the Board-Rector and Vice-Rectors within their respective areas of supervision.

5.3. Structure and Operation The Rectorate is established in accordance with the Charter of JSC "ALT University named after Mukhametzhan Tynyshpaev."

5.3.1 In exercising its powers, the Rectorate is guided by the laws of the Republic of Kazakhstan, the University Charter, this Regulation, and other internal documents.

5.3.2 The Rectorate operates according to a Plan approved by the Chairman of the Board-Rector for each academic year.

5.3.3 Rectorate meetings are chaired by the Chairman of the Board-Rector or, in their absence, by the acting officer.

5.3.4 Rectorate Meetings:

Rectorate – Administrative Council: held biweekly.

Rectorate – Administrative (Extended Council): held biweekly.

5.3.5 A quorum for holding a meeting is the presence of at least two-thirds of the Rectorate members.

5.3.6 Rectorate decisions are made by open vote.

5.3.7 The Rectorate includes the Chairman of the Board-Rector, Vice-Rectors, heads of the

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University's structural units.

5.3.8 The composition of the Rectorate is approved by order of the Chairman of the Board-Rector. The Chair of the Rectorate is the Chairman of the Board-Rector of JSC "ALT University named after Mukhametzhan Tynyshpaev."

5.3.9 The Chair of the Rectorate:

- 1) Develops the Rectorate's work plan for the academic year;
- 2) Chairs Rectorate meetings;
- 3) Signs the protocols and decisions of the Rectorate;
- 4) Exercises systematic control over the execution of Rectorate decisions.

5.3.10 The Secretary of the Rectorate:

- 1) Is responsible for the Rectorate's documentation;
- 2) Prepares draft agendas for Rectorate meetings;
- 3) Communicates assignments arising from the Rectorate's work plan to responsible parties and drafts resolutions on these matters;
- 4) Collects and checks the readiness of materials for meetings;
- 5) Finalizes the meeting agenda;
- 6) Prepares decisions and orders and communicates them to the relevant executors.

5.4. Responsibility of the Rectorate

The Rectorate bears responsibility for improper or untimely performance of its functions and duties as outlined in this Regulation.

5.5. Document/Information Storage

№	Title of Document/Information	Position Responsible for the Document/Information Documented	Information Storage Location	
			Electronic version	Paper version
1.	Title of Document/Information	Chief of Staff	Internal University Server / ISM Portal	Archive
2.	Rectorate Work Plan	Chief of Staff	Chief of Staff	Archive
3.	Extracts from Rectorate Meeting Minutes	Chief of Staff	Chief of Staff	Secretary / Relevant Department
4.	Orders / Directives Issued Based on Rectorate Decisions	Chief of Staff / Relevant Department	Secretary / Relevant Department	Office of Records (Chancellery)
5.	Materials for Rectorate Meetings (Reports / Presentations from Units)	Chief of Staff Relevant Department	Secretary / Relevant Department	Archive

5.6. Analysis and Update of the Work Instruction (WI)

The update of this work instruction (WI) should be carried out as changes and amendments are made to the legislative and regulatory legal acts of the Republic of Kazakhstan and the internal regulatory documents of the University.

6. IDENTIFICATION, ASSESSMENT, AND RISK MANAGEMENT

6.1 Identification, assessment, and management of risks in this Work Instruction (WI) should be carried out in accordance with DP-ALT-05.

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7. COORDINATION AND IMPLEMENTATION

7.1 Coordination of this Work Instruction (WI) is carried out by the responsible vice rectors. This section indicates that the vice rectors in charge are responsible for the coordination of the document.

8. STORAGE, PROTECTION, RECOVERY, AND WITHDRAWAL OF DOCUMENTS

8.1 The responsibility for transferring the approved original (hard copy) and the electronic version in Word format of this Work Instruction (WI) for storage in the Department of Academic Planning and Quality (DAPK) lies with the head of the department that developed the document.

8.2 Storage, protection, recovery, and withdrawal of the documents of this Work Instruction (WI) must be carried out in accordance with DP-ALT-01.

9. AMENDMENTS TO DOCUMENTS

9.1 Amendments to this Work Instruction (WI) must be made in accordance with DP-ALT-01.

10. ACCESS TO DOCUMENTS. CONFIDENTIALITY

10.1 Working copies of this Work Instruction (WI) are stored electronically in all departments where activities that impact the effectiveness of the functioning of documented information in the IMS are carried out.

10.2 Access to documents and confidentiality of this Work Instruction (WI) must be carried out in accordance with DP-ALT-01.

