



Approved by
the Resolution of the Board
dated March 20, 2025
Minutes No. 6

Regulations for Inviting Visiting Professors to NCJSC Asfendiyarov Kazakh National Medical University

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Almaty, 2025



**ВЫПИСКА ИЗ ПРОТОКОЛА
заседания Правления
НАО «Казакский национальный медицинский университет
имени С.Д. Асфендиярова»**

г. Алматы

№6

20 марта 2025 года

Полное наименование: Некоммерческое акционерное общество «Казакский национальный медицинский университет имени С.Д. Асфендиярова».

Местонахождение: г. Алматы, ул. Толе би, 94.

Место подсчета голосов:

Республика Казахстан, 050012, г. Алматы, улица Толе би, 94.

Форма проведения заседания: очная.

Кворум для принятия решения имеется.

Вопрос повестки дня:

1. Об утверждении «Правила приглашения визитинг-профессоров в НАО «Казакский национальный медицинский университет имени С.Д. Асфендиярова»».

По вопросу повестки дня, в соответствии с подпунктом 10) пункта 91 Устава, на основании подпункта 9) п. 12 Положения Положения о Правлении, утвержденного решением Совета директоров от 20 марта 2019 года (протокол №1), **Правление РЕШИЛО:**

1. Утвердить Правила приглашения визитинг-профессоров в НАО «Казакский национальный медицинский университет имени С.Д. Асфендиярова».


2. Контроль за исполнением настоящего решения возложить на первого проректора Кайдарову Д.Р.

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А. Ахмет

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Chapter 1. General Provisions

	«С.Ж. АСФЕНДИЯРОВ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ МЕДИЦИНА УНИВЕРСИТЕТІ» КЕАҚ NCSJC "KAZAKH NATIONAL MEDICAL UNIVERSITY NAMED AFTER S.D. ASFENDIYAROV"	
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1.1. Scope of Application

1.1.1. These Regulations for Inviting Visiting Professors (hereinafter — the Rules) to NCSJC "Asfendiyarov Kazakh National Medical University" (hereinafter — the University) are introduced to establish and document the norms governing the procedure for inviting visiting professors (hereinafter — VP) to the University in connection with educational, research, and clinical activities.

1.1.2. The structural units of the University responsible for proper implementation of these Rules are:

- 1) International Cooperation Department;
- 2) Legal Department;
- 3) Department of Economics and Planning;
- 4) Department of Science;
- 5) Department of Clinical Work;
- 6) Department of Academic Affairs;
- 7) Schools/Faculties;
- 8) Structural units initiating the invitation of a VP.

1.1.3. Deans of schools/faculties of the University shall compile, once a year (before September 10 of the current calendar year), a Visiting Professor Invitation Plan (Attachment No. 4) for the following calendar year and submit it to the International Cooperation Department (hereinafter — ICD) for consolidation across all schools/faculties. Deans shall also submit the Plans to the Department of Economics and Planning (hereinafter — DEP) for cost calculations.

The following documents must be attached to the Plan submitted to the ICD:


- 1) Application for VP Invitation (Attachment №2);
- 2) VP curriculum vitae (CV) in English or Russian;
- 3) Copy of passport (with a remaining validity of at least six months);
- 4) Copies of documents confirming qualifications, scientific/academic degree and title (if applicable);
- 5) Confirmation of H-index of 10 or above (source link required);
- 6) VP Work Plan (Attachment №3);
- 7) Teaching Schedule (Attachment №7);
- 8) Certificate of employment from the VP's primary workplace.

These Rules have the status of an internal regulatory document of the University and are mandatory for compliance.

1.2. Regulatory References

These Rules were developed on the basis of the following regulatory documents:

- 1) Law of the Republic of Kazakhstan No. 319-III dated July 27, 2007 "On Education" (as amended through February 10, 2025, Law No. 163-VIII);
- 2) Code of the Republic of Kazakhstan No. 360-VI dated July 7, 2020 "On Public Health and Healthcare System" (as amended through January 13, 2025, Law No. 155-VIII);

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- 3) Law of the Republic of Kazakhstan No. 477-IV dated July 22, 2011 "On Population Migration" (as amended through July 4, 2024);
- 4) Order of the Acting Minister of Education and Science of the Republic of Kazakhstan No. 661 dated December 27, 2007 "On Approval of Rules for Organizing International Cooperation by Educational Organizations" (as amended through January 13, 2025, Law No. 155-VIII);
- 5) Law of the Republic of Kazakhstan No. 482-V dated April 6, 2016 "On Employment" (as amended through May 13, 2020, Law No. 327-VI);
- 6) Law of the Republic of Kazakhstan No. 2337 dated June 19, 1995 "On the Legal Status of Foreigners" (as amended through May 28, 2024);
- 7) Resolution of the Government of the Republic of Kazakhstan No. 148 dated January 21, 2012 "On Approval of the Rules for Entry and Stay of Immigrants in the Republic of Kazakhstan, Their Departure from the Republic of Kazakhstan, and Rules for Migration Control and Registration of Foreigners and Stateless Persons";
- 8) Development Program of NCJSC KazNMU named after S.D. Asfendiyarov for 2024–2028, approved by Resolution of the Government of the Republic of Kazakhstan No. 682 dated August 16, 2023.

1.3. Terms, Definitions, Abbreviations

A visiting professor is a foreign citizen holding an academic degree and/or title of Doctor of Sciences, Candidate of Sciences, Doctor of Philosophy (PhD), Professor/Associate Professor/Full Professor, or being a recognized expert in the field of education and clinical medicine, with professional experience, knowledge, qualifications, and competencies in an area relevant to the implementation of the strategic goals and objectives of Asfendiyarov Kazakh National Medical University.

Speaker - an internationally recognized foreign specialist invited to one-time University-organized events lasting up to 3 days.

Initiator - a structural unit of the University: department, school/faculty, directorate, office, or management unit.

Abbreviations used in these Rules:

ICD – International Cooperation Department;

DEP – Department of Economics and Planning;

VP – Visiting Professor;

LD – Legal Department;

DS – Department of Science;

DCW – Department of Clinical Work;

DAA – Department of Academic Affairs;

DMP – Department of Master's and PhD Doctoral Studies;


DBUR – Department of Accounting and Reporting;

URP – Personnel Development Office;

UUP - Personnel Records Office;

DB – Database;

IS – Information System

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IM - Internal Memorandum.

Chapter 2. Objectives and Goals of Inviting Visiting Professors to the University

Goal: internationalization of education, enhancement of the University's competitiveness, building an attractive image in the international academic and scientific communities, and active development of international cooperation.

Objectives:

- 1) Development of international cooperation in the areas of education, joint scientific research, and clinical activities;
- 2) Enhancement of the educational, scientific, and clinical potential of the University;
- 3) Ensuring the preparation and publication of scientific articles in journals indexed in Scopus and/or Web of Science databases, within the framework of the visiting professor's activities, with mandatory affiliation with KazNMU;
- 4) Implementation of scientific projects with partner universities, development of new scientific directions and research approaches;
- 5) Improvement of the quality of teaching, research, and clinical practice through exchange of experience among faculty/researchers and adoption of new methodologies.

Chapter 3. Funding of Visiting Professor Invitation Programs

Funding of visiting professors' activities at the University is provided from:

- Republican Budget;
- University funds;
- Partner organizations;
- Sponsorship and other funds not prohibited by the legislation of the Republic of Kazakhstan.

Joint funding from two or more sources is permitted.


3.1 University Expenditure Items for Inviting Visiting Professors

Expenditure items include: round-trip airfare, accommodation, and honorarium. Airfare (economy class) and hotel accommodation (not exceeding 7 monthly calculation indices (MCI) per day in accordance with the Business Travel Regulations of NJSC KazNMU) are determined by the regulatory legal acts of the Republic of Kazakhstan.

Honorarium payment is made in accordance with Attachment 11.

Planned expenses for inviting visiting professors are calculated by the DEP and approved by the Chief Financial Officer.

Payment of the honorarium, airfare (round trip), and accommodation is made after full and proper completion of the required scope of services and signing of the Work Completion Certificate by both parties.

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Chapter 4. Commission for Inviting Visiting Professors

4.1 Purpose of the Commission:

To ensure the principles of feasibility and collegiality in decision-making on matters related to inviting VPs to the University.

4.2 Composition of the Commission:

The Commission includes: Vice-Rectors, Head of the Department of Strategic Development and International Relations, Head of DEP, Head of LD, Deans of schools/faculties, Head of DMP, Head of DS, Head of DAA, Head of DCW, Head of ICD, the Initiator (without voting rights), and the Commission Secretary — Chief Specialist of ICD (without voting rights). Commission Chair — Vice-Rector overseeing international affairs. Commission composition is approved by order of the Board Chair-Rector.

4.3. Commission Powers:

- 1) Review of VP invitation applications from the Initiator;
- 2) Review of the VP Work Plan;
- 3) Approval of expense items (honorarium, airfare, accommodation) calculated and submitted by DEP with the application;
- 4) Decision-making.

Decisions are made by open vote and determined by the majority of Commission members' votes. In the event of an equal number of votes "For" or "Against", the Commission Chair's vote shall be the deciding vote.

A Commission decision is valid if at least two-thirds of its members were present. The Commission decision shall be issued with one of the following outcomes:

- 1) Approve the application;
- 2) Reject the application;
- 3) Return the application for revision.


Commission decisions are documented in minutes, approved by Commission members and signed by the Commission Chair in the "Salem" Information System. The Commission convenes on the first Friday of each month.

Chapter 5. Requirements for Invited Visiting Professors

Criteria for VP invitation:

- 1) H-index of 10 or above according to Scopus or Web of Science;
- 2) Academic degree: Doctor of Sciences, Candidate of Sciences, Doctor of Philosophy (PhD), academic title of Professor/Associate Professor/Full Professor, or recognized as an expert in the field of education and clinical medicine;
- 3) Work experience in the relevant field;

Priority is given to VPs who meet the following criteria;

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- serving as a scientific supervisor for doctoral students;
- leading and/or participating in active scientific projects and grants;
- employed at a university ranked in the TOP-700 of the following rankings: QS WUR, ARWU, THE.

Foreign specialists must:

- have experience preparing publications in journals indexed in Scopus and/or Web of Science
- ensure the publication of at least one co-authored article indexed in SCOPUS/Web of Science databases with KazNMU faculty or researchers during or within one year after the completion of their work, or ensure the introduction of new technologies into the educational or clinical process.

Criteria for inviting VPs in clinical fields:

- 1) Preferably holding an H-index according to Scopus or Web of Science;
- 2) Academic degree: Doctor of Sciences, Candidate of Sciences, Doctor of Philosophy (PhD), academic title of Professor/Associate Professor/Full Professor, or recognized as an expert in clinical medicine;
- 3) Proficiency in new innovative diagnostic and treatment methods, including high-technology treatment procedures;
- 4) Practical experience in a narrow specialization of at least 10 years;
- 5) Introduction of developments into clinical practice (preferably confirmed by implementation acts and patents);
- 6) Publications on the proposed methodology or presentation of research results in international peer-reviewed scientific journals.


Chapter 6. Procedure for Inviting Visiting Professors

Visiting professors (VPs) are invited to the University on a contractual basis in an in-person (offline) format. Duration of service provision – from 10 days or more. When engaging visiting professors for clinical activities at the University, invitations are also issued on a contractual basis in an in-person (offline) format. Duration of service provision – from 3 days or more.

Visiting professors invited as speakers to participate in and speak at forums, conferences, and master classes with lectures and presentations shall provide services for up to 3 days.

Exceptions include cases of pandemic and emergency situations, where a hybrid format (partially offline/online) is permitted.

If a visiting professor is engaged for research activities, their obligations include the preparation of a scientific article for publication in a journal indexed in Scopus

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and/or Web of Science databases, with KazNMU affiliation. Publication conditions are reflected in the Visiting Professor Work Plan.

In the event of force majeure circumstances requiring a change in the composition of invited VPs, the Initiator shall submit an internal memorandum with justification (Attachment No. 1) addressed to the Commission Chair, with mandatory attachment of the documents listed in paragraph 1.1.3 and DEP financial justification (cost estimates), no later than 7 business days before the scheduled Commission meeting.

Chapter 7. Procedure for Concluding a Contract with a Visiting Professor

Responsibility for organizing the process of concluding contracts with VPs rests with the Initiator. The contract must be approved by the heads of the relevant structural units of the University (Attachment No. 9).

The contract is signed by the First Vice-Rector, Chair of the VP Invitation Commission (Attachment 8).

Registration of contracts is the responsibility of the Legal Department.

The service agreement is executed in two copies:

- 1) One copy is provided to the VP;
- 2) The second copy is provided to the Department of Accounting and Reporting together with the approval sheet;
- 3) Copies/scans of the contract with the approval sheet (Attachment 9) are provided to: the Initiator and the ICD.

Chapter 8. Procedure for Processing the Invitation and Visa of the Visiting Professor


After the Commission members have approved and the Commission Chair has signed the minutes regarding the VP invitation, an ICD staff member prepares a formal invitation letter to the visiting professor on University letterhead, signed by the First Vice-Rector - Commission Chair. The electronic version of this invitation is sent to the visiting professor by email.

The VP obtains, at their own expense, a visa and medical insurance for the entire duration of their stay in the Republic of Kazakhstan, and together with the Initiator, registers at their place of temporary residence in the Republic of Kazakhstan (consulting the passport and visa office if necessary). Upon the VP's arrival in the Republic of Kazakhstan, the Initiator must notify the ICD of the arrival on the same day.

Chapter 9. Procedure for Fulfilling Contractual Obligations

Organization and coordination of the VP's work at the University, as well as preparation of record-keeping and reporting documentation, is the responsibility of the Initiator.

Responsibility for the full and proper fulfillment of contractual obligations by both the University and the VP rests with the Initiator.

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Upon completion of work, a Work Completion Certificate (Attachment No. 5) is prepared, with supporting documents attached, including photo and video materials.

Supervision over the proper and timely signing of Work Completion Certificate is the responsibility of the Initiator.

In the event of non-fulfillment or improper fulfillment of contractual obligations by the VP, the Initiator shall notify the Dean of the School/Faculty and the Legal Department to resolve the matter in accordance with the signed contract.

After the VP's work is completed, the Initiator prepares all documentation related to the VP visit as a folder with files in accordance with Attachment 6.


The Initiator is obligated to submit a report (Attachment 10) on the assessment of the effectiveness of the invited VP's activities to the Dean of the School/Faculty, with a copy to the ICD, within the timeframes planned in the application.

Chapter 10. Final Provisions

These Rules come into effect from the date of approval by the Resolution of the Board decision and remain in force until new rules are adopted.

Amendments or additions to these Rules are made by the the Resolution of the Board decision and are an integral part thereof.

The original of these Rules is kept by the ICD. Copies of the Rules are provided to the relevant structural units of the University, which ensure that these Rules are communicated to all interested officials and exercise oversight over their proper implementation.

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**To the Chairperson of the Commission
On Visiting Professor Invitations**
_____ **(Full Name)**

Memorandum

Due to a change in the composition of visiting professors in the Visiting Professor Invitation Plan, and in order to ensure a high-quality educational process for _____, we request that an extraordinary session of the Commission (for bachelor's students, master's students, interns, and doctoral students, or faculty/teaching staff) on visiting professor invitations be convened.

The visiting professor candidate _____ (Full Name) from _____ (country) was recommended by the department to deliver lectures and seminars on _____ (discipline/topic) from _____ to _____ 20____.

Please consider this proposal.

Dean of the School _____ **Full Name**

Application for Visiting Professor Invitation

Department/Structural Unit Name: _____


School: _____

Responsible person who completed the application (Full Name, position, contact phone):

Full Name in English	
Full Name in Russian	
Citizenship	
Date of Birth	
Work Experience	
Place of Employment	
Academic/Scientific Degree and Title (attach copy of diploma)	
Position at Primary Place of Employment (in Russian and English)	
Work Experience	
Contact phone, email of the invited VP	
Dates of VP Visit	
Working period (from ___ to ___) and number of working days	
Language of Instruction	
Hirsch Index* *link to source*	
University ranking in QS, THE, ARWU	

*at least 10

Head of Structural Unit _____ **Full name**

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Attachment №3

Approved by
Chairperson of the Commission

(Full name)

«____» _____ 202__.

Visiting Professor Work Plan _____
(Full name)

1. Teaching Activities

Purpose: _____

Date	Title of the Educational Program (discipline/lecture/practical session/seminar)	Number of Academic Hours	Number of Students	Remarks

Participation in Departmental Academic and Methodological Meetings _____ (*Indicate the number*)

Development of Recommendations for Improving the Educational Process _____ (*Indicate the number*)

Joint Development of Educational Programs, Courses, and Modules _____ (*Indicate the number*)



2. Research and Scientific Activities (on a continuous basis)

Purpose: _____

Date	Type of Activity	Title	Implementation Period	Number	Number of Hours
	Development of Research Projects				
	Participation in Research Projects				
	Initiation of New Research Projects				
	Preparation of Joint Scientific Publications				
	Preparation of Abstracts for Publication in Conference Proceedings				
	Presentation of Research Results at International and National Scientific Conferences, Participation in Seminars and Symposia				

Organization of Scientific Clubs _____ (*Indicate the number*)

Organization of Scientific Workshops _____ (*Indicate the number*)

Organization of Scientific Round Tables _____ (*Indicate the number*)

3. Consulting and Mentoring Activities

Purpose: _____

Date	Levels of Education	Number of Hours
	Bachelor's Students	
	Interns	
	Master's Students	
	Doctoral Students (PhD Students)	
	Residents	



4. Participation in the Activities of the University

Purpose: _____

Date	Activity	Title of the Presentation	Number of Hours

Clinical Activities

Purpose: _____

№	Date	Type of Activity	Number of Hours

Dean of the School _____ Full name

Head of the Department _____ Full name

Visiting Professor _____ Full name



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Work Completion Certificate

Almaty c.

«___»

_____ 20__.

We, the undersigned, NCJSC “Asfendiyarov Kazakh National Medical University” represented by the First Vice-Rector (the Client), and the invited Visiting Professor (the Performer) Full Name, in accordance with Contract No. ___ dated “__” ___20__, have drawn up this Act as follows:

The Performer, during the period from “__” ___20__, to “__” ___20__, has rendered, and the Client has accepted, the following services:


Date	Description of Services (by type of activity according to the Work Plan)	Number of Hours

the Client:
Full name

the Performer:
Full name

Head of the Department _____ **Full name**

Dean of the School/Faculty _____ **Full name**

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Attachment №6

Inventory of Documents in the Visiting Professor File

1. Application for the invitation of the Visiting Professor
2. Copy of the Visiting Professor's passport (with a remaining validity period of at least six months)
3. Copies of documents confirming qualifications, academic/scientific degree and title (if applicable)
4. CV of the Visiting Professor in English or Russian
5. Visiting Professor Work Plan
6. Certificate from the Visiting Professor's place of employment
7. Confirmation of Hirsch Index (H-index) – screenshot of the profile on official databases (Web of Science/Scopus)
8. Visiting Professor's Teaching Schedule (in English)
9. University Ranking (according to THE WUR, QS WUR, ARWU) – link to official sources and supporting document confirming the current ranking position
10. Service Contract and approval sheet (route sheet)
11. Attendance sheets of students according to the Visiting Professor's Work Plan
12. All teaching materials (syllabi, lectures, electronic materials, photo and video materials on digital or paper media, and other supporting documents)
13. Department report on the Visiting Professor's work
14. Work Completion Certificate
15. Extract from the Minutes of the Commission Meeting approving the Visiting Professor

**Prepared by the Initiator*

Teaching Schedule
of a Visiting Professor _____

Period of Work: _____

Offline start date: _____

Offline work end date: _____

Number of Worked Days: _____

Number of Academic Hours Worked: _____

Place of Event (№ Room, Building, Address): _____

Date	Topic of the Lesson	Number of academic hours

Head of the department _____ Full name



		Attachment №8
ДОГОВОР на оказание услуг № _____		CONTRACT for services № _____
г.Алматы «___» _____ 20__ г.		Almaty city «___» _____ 20__
<p>Некоммерческое акционерное общество «Казхский Национальный медицинский университет имени С.Д. Асфендиярова», именуемое в дальнейшем «Заказчик» или «Университет», в лице Первый проректора _____, действующего(ей) на основании доверенности № _____ от _____ г., с одной стороны, и</p> <p>_____ (фамилия, имя, отчество, дата рождения)</p> <p>_____ (номер паспорта/удостоверения личности, когда и кем выдан)</p> <p>именуемый/ая в дальнейшем «Исполнитель», с другой стороны, далее совместно именуемые «Стороны», а по отдельности, как указано выше или «Сторона», на основании _____ № _____ от _____ заключили настоящий Договор на оказание услуг (далее-Договор), и пришли к соглашению о нижеследующем:</p>		<p>Non-profit Joint-Stock company “Asfendiyarov Kazakh National Medical University”, represented by the First vice-Rector for Academic Affairs _____ acting on the basis of a power of attorney № _____ from _____, acting on the basis of a power of Attorney/Order No. _____ of _____, on behalf of the hereinafter referred to as the “Customer” or “University” on the one hand, and</p> <p>_____ (surname, name, patronymic, date of birth)</p> <p>_____ (No. of passport/ ID number when and by whom issued)</p> <p>hereinafter referred to as the “Executor”, on the other hand, hereinafter collectively referred to as “the Parties” and individually as indicated above or “the Party”, on the basis _____ № _____ from _____ and have reached an agreement on the following:</p>
1. ТЕРМИНЫ И ОПРЕДЕЛЕНИЯ		1. TERMS AND DEFINITONS
1.1. Если иное не будет прямо предусмотрено настоящим Договором, термины и определения, применяемые по тексту настоящего Договора, будут иметь следующее значение:		1.1. If other conditions are not covered in this Contract, terms and definitions used in the text of this Contract will have the following meaning:




<p>a) «Договор» - гражданско-правовое соглашение, заключённое между Заказчиком и Исполнителем в соответствии с Законом и иными нормативными правовыми актами Республики Казахстан, зафиксированный в письменной форме, подписанный Сторонами со всеми приложениями и дополнениями к нему, а также со всей документацией, на которую в договоре есть ссылки.</p> <p>b) «Услуги» - _____.</p> <p>c) «Заказчик» - Некоммерческое акционерное общество «Каззахский Национальный медицинский университет имени С.Д. Асфендиярова».</p> <p>d) «Исполнитель» - _____;</p> <p>e) «Обучающиеся» _____.</p>	<p>a) “Contract” – civil law agreement, concluded between Customer and Executor under the Law and other regulatory acts of the Republic of Kazakhstan, settled in written form, signed by both Parties with all appendices and amendments and with all documentation stated in present Contract.</p> <p>b) “Services” - _____.</p> <p>c) “Customer” - Non-profit Joint-Stock Company “Asfendiyarov Kazakh National Medical University”.</p> <p>d) “Executor” - _____.</p> <p>e) “Students” - _____.</p>
2. ПРЕДМЕТ ДОГОВОРА	2. SUBJECT OF THE CONTRACT
<p>2.1. Предметом Договора является предоставление Исполнителем Заказчику услуги</p> <p>2.2. Обучение проводится на _____ языке, на базе каф. _____ НАО «КазНМУ», по адресу: г.Алматы, _____.</p> <p>2.3. Содержание предоставляемых Услуг определяется по Плану работы, приведенной в Приложении № 1 к настоящему Договору.</p> <p>2.4. Период оказания Услуг: с «__» ____ 20__ г. по «__» ____ 20__ г.</p> <p>2.5. Исполнитель обязуется подготовить и направить для публикации в соавторстве с сотрудниками КазНМУ минимум одну статью в журнал, индексируемый в базах, данных Scopus и/или Web of Science, в период оказания услуг.</p>	<p>2.1. The subject of the Agreement is the provision of services by the Executor to the Customer _____</p> <p>2.2. The training is conducted in _____ language, on the basis of _____ Department at NJSC "KazNMU", at the address: 92 Tole Bi Street, Almaty.</p> <p>2.3. The content of the Services provided is determined by the Plan given in Annex No 1. to this Contract.</p> <p>2.4. The period of provision of the Services: from «__» ____ 20__ to «__» ____ 20__.</p> <p>2.5. The Contractor undertakes to prepare and submit for publication in collaboration with KazNMU staff at least one article in a journal indexed in databases, Scopus and/or Web of Science, during the period of provision of services.</p>
3. ГАРАНТИИ И ЗАВЕРЕНИЯ	3. GUARANTEE AND ASSURANCE
<p>3.1. Исполнитель гарантирует и заверяет Заказчика в следующем:</p> <p>a) Исполнитель обладает полными правами и полномочиями на заключение настоящего Договора и исполнение положений, содержащихся в нем.</p> <p>b) Исполнитель не имеет каких-либо известных ему ограничений на свою деятельность в рамках настоящего Договора;</p> <p>c) в процессе оказания Услуг Исполнителем не будут каким-либо образом нарушены права интеллектуальной собственности третьих лиц и не будут использованы без законного на то разрешения объекты интеллектуальной собственности, принадлежащие третьим лицам;</p> <p>d) Исполнитель обеспечит оказание Услуг на высоком профессиональном уровне, со всей добросовестностью и прилежностью, как это предусматривается условиями Договора, международными стандартами и обычаями делового оборота;</p>	<p>3.1. The Executor guarantees and assures the Customer in the following:</p> <p>a) The Executor has full authority and proxy to sign this Contract and execute all statements of the Contract;</p> <p>b) The Executor does not have any known limitations of his/her activity within the frames of present Contract;</p> <p>c) In the process of services rendering Executor will not be encroached incorporeal right of foreigner and will not use objects of incorporeal right without legal permission of foreigner;</p> <p>d) The Executor provides services rendering with high proficiency, honesty and diligence as it is provided by the Contract, international standards and customs of business intercourses;</p>



<p>е) Исполнитель имеет все соответствующие лицензии и разрешения, связанные с исполнением Договора, требуемые по законодательству своей страны;</p>	<p>e) The Executor has all appropriate license and permissions, related to the Contract execution the requisite by the law of his/her own country;</p>
<p>ф) Все претензии (притязания) со стороны любых лиц, связанные с вышеперечисленными гарантиями, - есть в полном объеме ответственность самого Исполнителя и не распространяются на Заказчика ни при каких условиях.</p>	<p>f) All claims by the side of any person, relating to above-listed guarantees – are in full extent the responsibility of the Executor and do not apply to the Customer at any conditions.</p>
<p>3.2. Исполнитель гарантирует высокое качество Услуг, а также всего, что связано с предоставлением Услуг, и их соответствие международным стандартам и ратифицированным соглашениям Республики Казахстан в части предоставляемых Услуг.</p>	<p>3.2. The Executor guarantees the high quality of Services, and all that connected with services rendering and in accordance with international standards and agreements ratified by the Republic of Kazakhstan in services covering the terms of this agreement.</p>
4. ИНТЕЛЛЕКТУАЛЬНАЯ СОБСТВЕННОСТЬ	4. INTELLECTUAL PROPERTY
<p>4.1. Исполнитель подтверждает и гарантирует, что он обладает исключительными имущественными правами на использование Обучающих и иных материалов, и что указанные материалы являются интеллектуальной собственностью Исполнителя.</p>	<p>4.1. The Executor confirms and guarantees that she/he possesses owns monopoly on use of teaching materials and these materials are intellectual property of the Executor;</p>
<p>4.2. Работы, проведенные преподавателем, применяемые в процессе оказания Услуг, должны быть подписаны Исполнителем, согласованы и утверждены Заказчиком, содержать информацию об авторских правах Исполнителя и области их применения.</p>	<p>4.2. Any teaching materials used in the process of Services rendering must be signed by the Executor, agreed and adopted by the Customer and contain information about copyright of the Executor and area of its use;</p>
<p>4.3. Исполнитель предоставляет Заказчику безусловное и бессрочное право пользования Обучающими и иными материалами по своему усмотрению и любым способом, в том числе с правом тиражирования для целей образовательного процесса и передачи третьим лицам. При этом Исполнитель обязуется в последующем не заявлять имущественных прав на результаты услуг и не претендовать на любые виды вознаграждений за их использование.</p>	<p>4.3. The Executor grants the Customer absolute and perpetual right to use teaching materials discretionary and by all means, including right for replication for educational use and transfer to foreigner. And with it the Executor is obligated not to claim property right to results of Services and not to pretend on any kind of remuneration for its use.</p>
<p>4.4. Если Заказчику будут предъявлены любыми третьими лицами или контролирующими государственными органами претензии, требования или иски, связанные с нарушением прав третьих лиц (в том числе прав интеллектуальной собственности) в связи с приобретением и использованием обучающих материалов, Исполнитель обязуется самостоятельно за свой счет урегулировать такие претензии, требования и иски, а также возместить Заказчику причинённые убытки в полном объёме.</p>	<p>4.4. If any foreigner or controlling state body will rise a claim, complaint to the Customer relating to the rights violation of foreigners (including the intellectual property) connected with procurement and teaching materials use, the Executor by herself/himself and by her/his own money is obligated to adjust such claims and complaints and also repair the damages in full to the Customer.</p>
5. ЦЕНА ДОГОВОРА И ПОРЯДОК ОПЛАТЫ	5. COST AND TERMS OF PAYMENT
<p>5.1. Стоимость услуги составляет _____(____)USD, включает гонорар, без учета налогов. Стоимость услуги включает (что именно) в объеме акад.часов.</p>	<p>5.1. The cost of the services is ____ (____)USD and includes the fee, excluding taxes. The cost of services includes (<i>what exactly</i>) in the amount of ____ academic hours.</p>



<p>5.2 Заказчик производит оплату стоимости Услуг в следующем порядке: оплата должна быть проведена в течение 5 (пяти) банковских дней с момента подписания акта выполненных работ сторонами. <i>Заказчик не несет ответственность за удержание комиссии Банком, при снятии наличных средств Исполнителем, после перевода денег на банковский счет Исполнителя.</i></p>	<p>5.2 The payment for the Services is made by the Customer in 5 (five) business days from the date the Executor and the Customer sign certificate of completion. <i>The Customer is not responsible for a bank commission for withdrawing cash of the Executor, after transferring the money to the bank account of Executor.</i></p>
<p>5.3. По завершению Услуг Стороны подписывают Акт выполненных работ.</p>	<p>5.3. Upon completion of the Services, the Parties shall sign the Certificate of completion of the services.</p>
<p>6. ПРАВА И ОБЯЗАННОСТИ СТОРОН</p>	<p>6. RIGHTS AND OBLIGATIONS OF THE PARTIES</p>
<p>6.1. Исполнитель обязуется:</p>	<p>6.1. The Executor is obligated to:</p>
<p>6.1.1. Оказать образовательные и(или) научные и(или) клинические, информационно-консультационные услуги в соответствии с Планом работы (Приложение № 1 к настоящему Договору).</p>	<p>6.1.1. Provide educational and/or scientific and/or clinical, consulting services in accordance with the Work Plan (Appendix No. 1 to this Agreement).</p>
<p>6.1.2. Оказать Услуги на высоком профессиональном уровне, обеспечивающем получение обучающимися качественно новых знаний и навыков, а также усвоение и закрепление преподаваемого материала.</p>	<p>6.1.2. Provide Services at a high professional level, ensuring that students receive qualitatively new knowledge and skills, as well as mastering and consolidating the taught material.</p>
<p>6.1.3. Предоставить Заказчику на согласование и утверждение, обучающие и иные материалы для обучающихся на бумажном и электронном носителях информации.</p>	<p>6.1.3. Render teaching materials and handouts for the students on paper and electronic carrier to the Customer for adjustment and confirmation.</p>
<p>6.1.4. Оформить за счет собственных средств деловую визу, медицинскую страховку на весь срок пребывания в стране отбытия, а также регистрацию по месту своего постоянного или временного проживания на территории Республики Казахстан.</p>	<p>6.1.4. Formalize a business visa, medical insurance for the entire period of stay in the country of departure and registration form of temporary or permanent residence on the territory of the Republic of Kazakhstan at Executor's own expense.</p>
<p>6.2. Исполнитель имеет право:</p>	<p>6.2. The Executor has the right to:</p>
<p>6.2.1. Требовать от Заказчика своевременного исполнения обязательств по оплате.</p>	<p>6.2.1. Demand from the Customer timely implementation of payment obligations</p>
<p>6.2.2. Требовать от обучающихся соблюдения учебной дисциплины.</p>	<p>6.2.2. Demand the enforcement of educational discipline from the students.</p>
<p>6.3. Заказчик обязуется:</p>	<p>6.3. The Customer is obligated to:</p>
<p>6.3.1. Произвести оплату стоимости Услуг и расходов, связанных с приездом и пребыванием Исполнителя в г. Алматы, в размерах и в порядке, согласно условиям Договора.</p>	<p>6.3.1. Make payment of cost services, travel expenses and pay for the Executor stay in Almaty within the amount and order of the Contract.</p>
<p>6.3.2. Забронировать гостиничный номер или съемное жилье на период пребывания Исполнителя в г. Алматы.</p>	<p>6.3.2. Book a hotel room or rent an apartment for the stay of the Executor in Almaty</p>
<p>6.3.3. Предоставить Исполнителю необходимые условия для проведения лекций, семинаров, в том числе соответствующие помещения, аппаратуру (компьютер, ноутбук, мультимедийный проектор), необходимое оборудование (по согласованию сторон) и аудиторию обучающихся.</p>	<p>6.3.3. Provide to the Executor necessary conditions for workshop conduction, including correspondent room, equipment (computers, laptop, multimedia projector and other) provide students.</p>
<p>6.4. Заказчик имеет право:</p>	<p>6.4. The Customer has the right to:</p>
<p>6.4.1. Требовать от Исполнителя качественного и своевременного предоставления Услуг.</p>	<p>6.4.1. Require from the Executor to provide qualitative and timely Services.</p>

	«С.Ж. АСФЕНДИЯРОВ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ МЕДИЦИНА УНИВЕРСИТЕТІ» КЕАҚ НАО «КАЗАХСКИЙ НАЦИОНАЛЬНЫЙ МЕДИЦИНСКИЙ УНИВЕРСИТЕТ ИМЕНИ С.Д.АСФЕНДИЯРОВА»	
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6.4.2. Требовать от Исполнителя предоставления информации о ходе оказания Услуг и их результатах.	6.4.2. Require from the Executor to provide information about process of Services rendering and results.
6.5. Стороны также имеют другие права и несут другие обязательства, предусмотренные настоящим Договором и действующим законодательством Республики Казахстан.	6.5. Parties also have other rights and liabilities provided by present Contract and existing legislation of the Republic of Kazakhstan.
6.6. Заказчик вправе требовать от Исполнителя выполнения обязательств по публикационной активности в соответствии с Планом работы.	6.6. The Customer has the right to demand that the Contractor fulfill its obligations regarding publication activity in accordance with the Work Plan.
7. ПРИМЕНИМОЕ ПРАВО, ОТВЕТСТВЕННОСТЬ СТОРОН	7. APPLICABLE LAW, RESPONSIBILITY OF THE PARTIES
7.1. Настоящий Договор регулируется нормами материального права Республики Казахстан.	7.1. The present Contract is regulated by principles of substance law of the Republic of Kazakhstan.
7.2. Любые споры и разногласия, которые не будут урегулированы Сторонами путём переговоров, подлежат разрешению в судебном порядке. Место рассмотрения споров – Республика Казахстан, г.Алматы.	7.2. Every contention and disagreement which is not regulated by negotiations of Parties will be solved juridically. The place of adjudication is Almaty, the Republic of Kazakhstan.
7.3. За невыполнение либо ненадлежащее выполнение своих обязательств по Договору, Стороны несут ответственность, установленную действующим законодательством Республики Казахстан.	7.3. For non-compliance or incorrect commitments discharge under the Contract, the Parties bear responsibility in accordance with legislation of the Republic of Kazakhstan.
8. СРОК ДЕЙСТВИЯ ДОГОВОРА И ПОРЯДОК ЕГО РАСТОРЖЕНИЯ	8. DURATION OF CONTRACT AND TERMINATION PROCEDURE
8.1. Настоящий Договор вступает в силу и становится обязательным для Сторон с момента его заключения Сторонами и действует до полного выполнения Сторонами всех обязательств по нему.	8.1. This contract enters into force and becomes binding for the Parties from the moment of its conclusion and is valid until the Parties fully fulfill their obligations under it.
8.2. Окончание срока действия договора не освобождает Сторон от ответственности за его нарушение, имевшее место до истечения этого срока.	8.2. The expiration of the contract does not exempt the Parties from liability for its violation that occurred before the expiration of this period.
8.3. Действие настоящего Договора может быть прекращено по инициативе любой из Сторон:	8.3. This Contract may be terminated by either of the Parties:
а) если одна из Сторон допустит существенное нарушение любого из условий настоящего Договора и не исправит такое нарушение к разумному удовлетворению другой Стороны в течение 3 (трех) рабочих дней после получения уведомления о таком нарушении;	а) If the Party has committed a fundamental breach of any of this Contract provision and does not rectify such breach to the reasonable satisfaction of another Party within 3 (three) business days after receipt of such breach notice;
б) при возникновении исключительных или форс-мажорных обстоятельств, оправдывающих досрочное расторжение.	б) In the event of exceptional circumstances justifying early termination.
8.4. Существенным признается нарушение Договора одной из Сторон, которое влечёт для другой Стороны такой ущерб, что она в значительной степени лишается того, на что была вправе рассчитывать при заключении Договора. В том числе существенным нарушением Договора признаётся нарушение срока выполнения любого из обязательств, предусмотренных Договором, на срок, превышающий 3 (три) рабочих дня.	8.4. Material breach is the Contract breach by one of the Parties that entails another Party such damage that the Party extensively loses all benefits implied by the Contract. The material Contract breach is also a breach of date of any obligation, provided by the Contract for more than 3 (three) business days.



<p>8.5. Стороны договариваются, что следующие ситуации считаются исключительными, оправдывающими досрочное расторжение Договора Стороной в одностороннем порядке: мораторий, ликвидация, приостановление действия или лишение соответствующей государственной лицензии или иного разрешения, а также любые другие обстоятельства, которые могут существенно повлиять на возможности этой Стороны в выполнении ею обязательств по Договору.</p>	<p>8.5. The Parties agree that the situations which are considered as exclusive that proved earlier unilaterally Contract denunciation are the following: moratorium, liquidation, suspension, deprivation of the respond state license or other permitting documents, and also other circumstances that can influence possibilities of the Parties to fulfill obligations in accordance with the Contract.</p>
<p>8.6. В случае расторжения Договора по основаниям, указанным в подпунктах а) и б) пункта 8.3. Договора, Договор считается расторгнутым с момента получения Стороной уведомления другой Стороны о расторжении Договора или об отказе от Договора, если иной срок расторжения не будет предусмотрен в соответствующем уведомлении, либо соглашении Сторон.</p>	<p>8.6. In case of Contract termination on bases mentioned in sub-paragraph a) and b) of paragraph 8.3 of the Contract, the Contract is considered to be cancelled from the moment of notice received from another Party about cancelation or recession from the Contract if another date of cancellation will not be mentioned in correspondent notification or voluntary dismissal.</p>
<p>8.7. При досрочном расторжении или прекращении действия Договора Исполнитель имеет право требовать оплату за фактически оказанные Услуги и затраты, связанные с исполнением Договора, на день расторжения.</p>	<p>8.7. In case of anticipatory Contract termination or dissolution the Executor has right to require payment for actually rendered Services on the date of denunciation related to Contract execution.</p>
9. ПРОЧИЕ УСЛОВИЯ	9. OTHER PROVISIONS
<p>9.1. Множественность копий. Настоящий Договор составлен и подписан Сторонами на русском и английском языках в 2 (двух) подлинных экземплярах, имеющих одинаковую юридическую силу, один экземпляр вручен Исполнителю, два других экземпляра хранятся у Заказчика. В случае разночтений текстов Договора на английском и русском языках, приоритет отдается тексту Договора на русском языке.</p>	<p>9.1. Copy multiplicity. The present Contract is made in Russian and English and Russian in 2 (two) original copies with the equal legal force, one is awarded to the Executor and two are kept by the Customer. In case of differences in different versions of the same text the priority is given to the Contract in the Russian language.</p>
<p>9.2. Целостность договора. Настоящий Договор представляет собой полное согласие Сторон в отношении всех вопросов, отраженных в Договоре, и заменяет собой все предварительные письменные или устные договоренности по указанным вопросам, имевшие место между Сторонами ранее.</p>	<p>9.2. Integrity of the Contract. The present Contract constitutes the entire agreement of the Parties in respect of all matters reflected in the Contract and supersedes all prior written or oral agreements on matters of the present Contract.</p>
<p>9.3. Изменения и дополнения. Любые изменения и дополнения к Договору действительны при условии, если они оформлены в письменной форме в качестве дополнительного соглашения к Договору, подписаны уполномоченными представителями Сторон и скреплены печатями Сторон.</p>	<p>9.3. Amendments and additions. Any amendments and additions to the present Contract are valid in written form as the collateral agreement to the present Contract, signed and sealed by authorized representatives of the Parties.</p>
<p>9.4. Приложения. Приложение № 1 к настоящему Договору, а также все последующие приложения, подписанные уполномоченными представителями Сторон и скрепленные печатями Сторон, являются неотъемлемой частью настоящего Договора.</p>	<p>9.4. Appendices. Appendix 1 to the present Contract and also all posterior appendices signed and sealed by authorized representatives of the Parties become integral part of the present Contract.</p>



<p>9.5. Конфиденциальность. Исполнитель соглашается читать текст Договора, а также весь объём информации, включая любые материалы и документацию, касающиеся Договора и его исполнения, конфиденциальной информацией Заказчика. Исполнитель обязуется никакими способами не разглашать, не передавать в любой форме, не делать доступной любым третьим лицам, а также не использовать с целью получения собственной выгоды конфиденциальную информацию Заказчика без предварительного получения письменного разрешения Заказчика, за исключением случаев, в которых разглашение предписывается законодательством Республики Казахстан либо осуществляется на основании официальных запросов уполномоченных государственных органов.</p>	<p>9.5. Confidentiality. The Executor agrees to read the text of the Contract, as well as the entire amount of information, including any materials and documentation relating to the Contract and its execution, confidential Customer information. The Executor undertakes not to disclose, to transmit in any form, to not make available to any third parties, or to use confidential information of the Customer for the purpose of obtaining its own benefit without first obtaining the written permission of the Customer, except for cases in which disclosure is prescribed by the legislation of the Republic of Kazakhstan or is carried out on the basis of official requests of authorized state bodies.</p>
<p>9.6. Стороны договорились, что настоящий Договор и относящиеся к нему документы (приложения, дополнения, акты и т.п.), подписанные и переданные Сторонами друг другу посредством факсимильной связи, признаются Сторонами, действительными и имеющими силу оригинала, до момента обмена Сторонами оригиналами указанных документов. Каждая из Сторон вправе требовать от другой Стороны предоставления оригинала документа, предварительно подписанного посредством факсимильной связи.</p>	<p>9.6. The Parties agree that the present Contract and attached documents (appendixes, additions, formal notes and other) signed and passed by both Parties by facsimile, are recognized by Parties as valid and stand as original till the Parties make exchange of original documents. Every Party has the right to require from another Party to send the original document provisionally signed, by facsimile.</p>
<p>9.7. Во всем остальном, что прямо не урегулировано Договором, стороны руководствуются действующим законодательством Республики Казахстан.</p>	<p>9.7 In all other cases that are not settled by present Contract the Parties follow the existing legislation of the Republic of Kazakhstan.</p>
<p>10. АДРЕСА И РЕКВИЗИТЫ СТОРОН</p>	<p>11. ADDRESSES AND REQUISITES OF THE PARTIES</p>
<p>Университет: Некоммерческое Акционерное общество «Казахский Национальный Медицинский Университет имени С.Д. Асфендиярова» БИН 181240006407</p>	<p>University: Non-profit Joint Stock Company «Kazakh National Medical University named after S.D. Asfendiyarov» BIN 181240006407</p>
<p>Юридический адрес: 050012, РК, г.Алматы, ул. Толе Би, 94</p>	<p>Legal address: 050012, RK, Almaty, st. Tole Bi, 94</p>
<p>Банковские реквизиты: Банк: АО «Банк Центр Кредит» г. Алматы ИИК: KZ688562203106071355 (ТЕНГЕ) БИК: KСJBKZKX, КБЕ:16</p>	<p>Bank details: IIC KZ688562203106071355 (TENGE) in Bank Centre Credit JSC, Almaty, BIC KCJBKZKX</p>
<p>Первый проректор И. Фамилия</p>	<p>First vice-rector Full name</p>
<p>МП</p>	<p>Seal</p>
<p>Исполнитель:</p>	<p>The Executor:</p>



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НАО «КАЗАХСКИЙ НАЦИОНАЛЬНЫЙ МЕДИЦИНСКИЙ УНИВЕРСИТЕТ ИМЕНИ С.Д.АСФЕНДИЯРОВА»

International Cooperation Department

Regulation for Visiting Professor Invitation

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<p>_____</p> <p>_____</p> <p align="center">(фамилия, имя, отчество, дата рождения)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(номер паспорта/удостоверения личности, когда и кем выдан)</p>	<p>_____</p> <p>_____</p> <p align="center">(surname, name, patronymic, date of birth)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p align="center">(No. of passport/ ID number when and by whom issued)</p>
Адрес: _____	Address: _____
Тел/Факс: _____ GSM + _____	Tel/Fax: _____, GSM + _____
E-mail: _____ Банковские реквизиты: Номер счёта: _____ Банк: _____ Код Банка: _____ SWIFT: CBVILT2X Адрес банка: _____ Валюта: _____	E-mail: _____ Bank details: Account No: _____ Bank: _____ Bank code: _____ SWIFT: CBVILT2X Bank address: _____ Currency: _____
Подпись _____	Signature _____




Attachment № 9

Approval Sheet

to the contract for the provision of services No. _____
dated "___" _____ 20__

Name	Position of the head of the structural unit	Full name Signature of the responsible person	Date of approval
APPROVAL (name of the structural unit with whose head the document is being approved)	Vice-Rector	Kalmatayeva Zh.A.	«___» _____ 20__
	Head of the Anti-Corruption Compliance Service	Islamov A.A.	«___» _____ 20__
	Head of the Department of Economics and Planning	Nurakhmetuly I.	«___» _____ 20__
	Head of the Department of Strategic Development and International Cooperation	Yakupova M.M.	«___» _____ 20__
	Head of the Department of International Cooperation	Rustemova A.M.	«___» _____ 20__
	Head of the Legal Department	Akhmet A.N.	«___» _____ 20__
	Dean of the school/faculty	Full name	«___» _____ 20__
	The head of the structural unit that initiated the invitation of the visiting professor.	Full name	«___» _____ 20__.

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	Управление международного сотрудничества	Regulation for Visiting Professor Invitation

Attachment №10

Department Report on the Visiting Professor's Work **

Department Name: _____

School: _____

Period of Specialist's Work: _____

Full Name of the Visiting Professor: _____

Position: _____

Date of Report: _____

Prepared _____ by: _____ (Full Name, _____ Position)

Sample Report Format:

1. Introduction

This report presents information on the work of visiting professor (full name) at department (department name) from (start date) to (end date). The purpose of inviting the specialist is: (briefly describe the goals, for example, improving the quality of teaching, developing research, and strengthening international cooperation).

2. Teaching Activities

2.1. Conducted Modules and Disciplines

Module/Discipline Title 1: (Brief description of the course, number of hours, number of students);

Module/Discipline Title 2: (Brief description of the course, number of hours, number of students).

Results:

Total number of lectures held: (number)

Total number of seminars/practical classes held: (number)


Average student academic performance in the courses: (performance indicators)

Student feedback based on surveys: (describe feedback, number of responses; include examples of positive/negative comments)

Faculty feedback based on surveys: (describe feedback, number of responses; include examples of positive/negative comments)

2.2. Methodological Materials

Developed teaching materials: (list textbooks, presentations, assignments, and other materials created by the Visiting Professor)

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Recommendations for improving educational programs: (specify recommendations proposed by the Visiting Professor, if any).

3. Research activities

3.1. Participation in scientific projects

Project 1: (Project name, implementation period, description of the VP's contribution)

Project 2: (Project name, implementation period, description of the VP's contribution)

3.2. Publication activity

Articles in peer-reviewed journals: (List articles (article titles); indicate journal names, publication status (accepted for publication, under review, rejected, etc.), co-authors from KazNMU, etc.)

Conference participation: (List conferences, dates, topics of papers, abstracts, etc.)

Other publications and research papers: (Monographs, book chapters, etc.)

3.3. Research management

Master's and/or doctoral students (List the full names of students for whom the VP is the academic supervisor or academic advisor, the topics of their master's or doctoral theses, and the results achieved)

Research clubs and seminars: (conducting research seminars, results)

4. Contribution to the Development of the Department

4.1. International Cooperation

New contacts and partnerships: (list newly established links, cooperation with foreign universities and organizations)

Participation in international projects: (description of projects in which the department and the specialist participated jointly)

Number of experts engaged for QS Ranking

4.2. Contribution to Human Resources Development

Mentorship: (description of mentoring activities, support for early-career faculty members and research staff, doctoral students, master's students, and undergraduate students)

Enhancement of faculty competencies at the Department/School: (conducted master classes, training sessions, and other forms of professional development, number, and outcomes/results).


5. Conclusion and Recommendations

5.1. Overall Results of the Visiting Professor's Work

(Describe the overall results of the Visiting Professor's work, achieved objectives, and obtained outcomes).

5.2. Recommendations for Further Cooperation

(Indicate whether cooperation with this Visiting Professor should be continued, suggest areas for further collaboration, specify possible improvements, or state that there is no need to continue cooperation)

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5.3. *Evaluation of the Effectiveness of the Visiting Professor's Work*

(Evaluation based on key criteria: teaching activities, research activities, clinical activities, contribution to the development of the Department, and international cooperation).

Position of the Person Preparing the Report _____ **Full name**

Date of Report Signing: _____

This report provides a comprehensive overview of the Visiting Professor's work and his/her contribution to the academic and scientific activities of the Department. Based on this report, decisions may be made regarding the continuation of cooperation, as well as its use for analysis and planning of further steps for the development of the Department and the University as a whole.

Dean of the School _____ **Full name**

Head of the Department _____ **Full name**



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НАО «КАЗАХСКИЙ НАЦИОНАЛЬНЫЙ МЕДИЦИНСКИЙ УНИВЕРСИТЕТ ИМЕНИ С.Д. АСФЕНДИЯРОВА»

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Attachment №11

Point-Based Factor Method for the Payment of Services to Visiting Professors

Points	Academic degree		Position at Main Place of Employment			Work experience			H-index					Teaching Language			University's Ranking Position				Example : Points	Payment for Services Rendered (KZT) (excluding travel days)			
	PhD / PhD in Profile / Candidate of Sciences	Doctor of Sciences	Lecturer / Teaching Staff	Associate Professor (Docent)	Professor	4-10	10-29	More than 30 years	10-14	15-24	25-34	35-44	45+	Russian	English (<50%)	English (51-100%)	1001+	Top 701-1000	Top 201-700	Top 1-200		Offline from 10 days	Offline 10 days	Offline from 3 to 10 days	Online in case of emergency*
	10	15	3	5	10	8	10	15	10	15	20	30	40	5	8	10	3	5	7	10					
91-100		+			+			+					+			+					100	4 000 000	3 500 000	3 000 000	2 500 000
81-90		+			+			+					+			+					83	3 000 000	2 500 000	2 000 000	1 500 000
71-80	+			+				+					+						+		72	2 000 000	1 500 000	1 000 000	750 000
51-70	+			+				+					+			+					63	1 000 000	750 000	650 000	500 000
31-50	+		+				+						+								48	750 000	550 000	450 000	400 000
18-30	+		+			+							+								26	550 000	450 000	400 000	300 000

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	International Cooperation Department	Regulation for Visiting Professor Invitation

For speakers:

International speakers (preferably employed at a university ranked within QS Top 1–700, with an H-index of 10+), as well as clinical speakers who possess innovative diagnostic and treatment methods, including high-tech approaches, and have at least 10 years of experience in a narrow specialization, are paid a fee of 400,000 KZT per day for delivering a presentation at a forum/conference/symposium.

Внутренний исходящий**Регистрационные данные**

Карибаев Куаныш Болатович - Руководитель - НАО «КазНМУ»

Журнал регистрации Журнал регистрации внутренних исходящих документов

Регистрационный номер Shygy03-03-02-12-46

Дата 03.03.2025

Карибаев Куаныш Болатович - Руководитель - НАО «КазНМУ»

Журнал регистрации Журнал регистрации внутренних входящих документов

Регистрационный номер Kiris03-03-02-11-61

Дата 03.03.2025

Лист согласования и подписания

Ход согласования

Тип действия	Дата действия	ЭЦП	Замечания	ФИО	Должность	Организация	Срок	Примеч
Согласовано	27.02.2025, 10:35:46		прошу отформатировать документ в соответствии с требованиями приказа № 236 прошу отформатировать документ в соответствии с требованиями приказа № 236	Жангирбаев Марат Турсынханович	Руководитель, Отдел СМК	НАО «КазНМУ»	27.02.2025	-
Согласовано	27.02.2025, 09:31:01		Без замечаний	Степкина Елена Леонидовна	Руководитель, Департамент стратегического развития и международного сотрудничества	НАО «КазНМУ»	27.02.2025	-
Согласовано	27.02.2025, 09:36:47		Без замечаний	Калматаева Жанна Амантаевна	Проректор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	28.02.2025, 09:23:23		Без замечаний	Султангазиева Светлана Елеусизовна	Проректор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	27.02.2025, 09:56:08		Без замечаний	Датхаев Убайдилла Махамбетович	Проректор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	27.02.2025, 18:34:46		Без замечаний	Фахрадиев Ильдар Рафисович	Проректор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	03.03.2025, 15:09:27		Без замечаний	Кайдарова Диляра Радиковна	Первый проректор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	28.02.2025, 12:48:02		Без замечаний	Искаков Серикжан Сагимжанович	Финансовый директор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	27.02.2025, 09:33:26		Без замечаний	Лахов Сергей Владимирович	Исполнительный директор, Совет директоров	НАО «КазНМУ»	27.02.2025	-
Согласовано	28.02.2025, 10:44:41		Без замечаний	Ахмет Абай Нұржанұлы	И.О. Руководителя, Юридический департамент	НАО «КазНМУ»	27.02.2025	-
Согласовано	28.02.2025, 14:59:18		Без замечаний	Нұрахметұлы Ильмурат	Руководитель - заместитель финансового директора, Департамент экономики и планирования	НАО «КазНМУ»	27.02.2025	-
Подписано	03.03.2025, 15:13:29	Издатель ЭЦП - ҰЛТТЫҚ ҚУӘЛАНДЫРУШЫ ОРТАЛЫҚ (GOST) 2022, КАРИБАЕВ КУАНЫШ,	Без замечаний	Карибаев Куаныш Болатович	Руководитель, Управление международного сотрудничества	НАО «КазНМУ»	27.02.2025	-

Тип действия	Дата действия	ЭЦП	Замечания	ФИО	Должность	Организация	Срок	Примеч
		Некоммерческое акционерное общество "Казахский национальный медицинский университет имени С. Д. Асфендиярова", BIN181240006407						
Зарегистрировано	03.03.2025, 15:13:31	Издатель ЭЦП - ҰЛТТЫҚ КУӘЛАНДЫРУШЫ ОРТАЛЫҚ (GOST) 2022, КАРИБАЕВ КУАНЫШ, Некоммерческое акционерное общество "Казахский национальный медицинский университет имени С. Д. Асфендиярова", BIN181240006407	Без замечаний	Карибаев Куаныш Болатович	Руководитель, Управление международного сотрудничества	НАО «КазНМУ»	---	-

Адресаты

Организация	Должность	ФИО	Вид резолюции	Исполнить до	Примечание	Ожидает ответа
Некоммерческое акционерное общество «Казахский национальный медицинский университет имени С.Д.Асфендиярова»	Руководитель	Карибаев Куаныш Болатович	Для сведения	-	-	

Исходящая дата 03.03.2025**Дата внешнего контроля** ---**Данные по документу**

Краткое содержание: Согласование Правил приглашение ВП в Университет

Вид документа: Записка служебная

Язык документа: Русский

Тип контроля: Контрольный

Исполнитель: Бегалина Айнур Бегалиевна -Главный специалист -Некоммерческое акционерное общество «Казахский национальный медицинский университет имени С.Д.Асфендиярова»

Количество листов

Количество приложений

Примечание