

Unofficial translation

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
"SALYMBEKOV UNIVERSITY" INSTITUTION**



AGREED

**at the meeting of Academic Council
"Salymbekov University" Institution**

protocol № ____ dated « ____ » _____ 20 __ y.

APPROVED _____

**by the rector of "Salymbekov University"
Institution Zhumadilov E.Zh.**

dated « ____ » _____ 20 __ y.

**REGULATIONS
ON CAREER DEVELOPMENT CENTER**

BISHKEK 2019

1. General Provisions

1.1. The Career Development Center (hereinafter referred to as the Center) is a structural subdivision of the Development and Quality of Education Department of the Salymbekov University Institution (hereinafter referred to as the University).

1.2. These Regulations regulate the activities of the Center, determine its tasks, functions, rights and obligations of employees, the procedure for organizing work, reorganization and liquidation of the Center.

1.3. In its activities, the Center is guided by the legislation of the Kyrgyz Republic, the Charter of the University, local regulations, these Regulations.

1.4. The center is subordinate to the rector and vice-rector for academic affairs.

1.5. The direct management of the activities of the Center is carried out by the head of the Development and Quality of Education Department, who is appointed and dismissed by order of the President of the University.

1.6. In case of the absence of the head of the Center, his duties are performed by one of the employees of the Center, appointed in the prescribed manner. The person replacing the chief acquires the corresponding rights and duties.

1.7. The structure, number and staffing, changes in the structure and staffing of the Center are approved by the President of the University on the proposal of the rector.

1.8. The labor duties of the Center's employees, their working conditions are determined by labor contracts concluded with each employee, the Internal Regulations and other local regulations of the University, job descriptions of the Center's employees.

1.9. The job descriptions of the Center's employees are approved by the President of the University.

1.10. Full name of the Center: Career Development Center of the "Salymbekov University" Institution.

Abbreviated name of the Center: Career Center.

1.11. The Center has its own web page on the corporate portal of the University.

1.12. The interaction of the Center with other structural divisions is determined by the tasks and functions assigned to it by these Regulations.

1.13. The center can be liquidated or reorganized by order of the President.

1.14. This Regulation and amendments to it are approved by order of the President.

2. Mission, purpose, main tasks and functions of the Center

2.1. The mission of the Center is to create conditions and form motivation for students and graduates of the University to independently plan and build a career, help in adapting to the modern labor market and contributing to the most complete professional implementation.

2.2. The purpose of the Center is to study the trajectory of professional, qualification and social promotion of University graduates, create conditions for the personal growth of University graduates, increase the mobility, competitiveness of University graduates in the labor market, expand the scope of social partnership and improve the "school-university-employer" system.

2.3. The main tasks of the Center are:

2.2.1. promoting the employment of students and graduates, building a successful career;

2.2.2. coordination of work on the interaction of the University with potential employers;

2.2.3. analysis of the career of graduates, opinions of employers on the quality of training of students and graduates of the University;

2.2.4. formation of proposals to the management of the University on the improvement of educational programs, taking into account the analysis of the career of graduates and the opinion of employers;

2.2.5. study of supply and demand in the regional labor market;

- 2.2.6. provision of career guidance, consulting services to schoolchildren, applicants, graduates of the University;
- 2.2.7. conducting research on the social promotion of university graduates in order to improve regional targeted training of personnel and improve the quality and system of internships;
- 2.2.8. intensification of work on the formation of contractual relations with institutions of various legal forms of ownership in order to expand the scope of social partnership;
- 2.2.9. updating the socio-economic aspects of interaction between the University and executive authorities, educational institutions, culture, manufacturing enterprises within the framework of regional development projects;
- 2.2.10. creation of a reserve of students and graduates of the University for subsequent employment;
- 2.2.11. increasing the competitiveness and mobility of university graduates in the labor market;
- 2.2.12. interaction with partner companies on the selection of personnel from among students and graduates of the University.

2.3. The Center performs the following functions:

- 2.3.1. maintains a database of potential employers for students and graduates.
- 2.3.2 informs students, graduates and employers: about faculty and university career events; external career related events; foreign training programs and internships.
- 2.3.3. hosts events for students and graduates: career days, job fairs; presentations of companies-employers; educational seminars, trainings and master classes, training courses dedicated to the labor market and career development;
- 2.3.4. consults students and graduates, employees of faculties, departments, employers;
- 2.3.5. makes analysis of students' satisfaction with the quality of preparation for employment;
- 2.3.6. represents the interests of the University in third-party organizations on the promotion of employment and career development of students;
- 2.3.7. uses of the University's media, including electronic ones, to place job advertisements for students;
- 2.3.8. interacts with university departments on obtaining recommendations, characteristics, feedback about students and graduates;
- 2.3.9. admission of students who apply to the Center for help in finding a job, advice on compiling resumes, receiving and sending out completed resumes;
- 2.3.10. acceptance of applications (vacancies) from partner companies for the employment of students, consulting support for applications;
- 2.3.11. Carries out work on the selection of staff (candidates) for partner companies from among students and graduates of the University based on an assessment of the personal and professional characteristics of candidates, organizing interviews for candidates with partner companies;
- 2.3.12. organization of a mentoring system for senior students over first-year students, as well as the development of a system of mentoring by graduates over students during their studies.
- 2.3.13. development of volunteering at the university, training teams of volunteers to organize university and city events.
- 2.3.14. interaction with the Student Council and other student organizations and the formation of student ratings, taking into account their activity in the life of the university;
- 2.3.15. cooperation with partner companies of various forms of ownership;
- 2.3.16. cooperation with departments of the university, with employment services and career centers of other educational organizations on the development of the system of employment of students and graduates;
- 2.3.17. establishing and maintaining relationships with recruiting companies and employment centers;
- 2.3.18. providing and maintaining "feedback" with graduates;
- 2.3.19. conducting research and providing information on the situation on the labor market and employment prospects in various specialties;
- 2.3.20. conducting analytical work on the employment of graduates;

- 2.3.21. study of professional, business, moral, psychological qualities of applicants, students and graduates on the basis of testing;
- 2.3.22. conducting an active advertising and educational campaign in the framework of promoting the employment of graduates;
- 2.3.23. planning and organizing the work of professional navigators (students-supervisors) for the development of the University's professional navigation system;
- 2.3.24. development of professional competencies of students within the framework of the system of student self-government of the University;
- 2.3.25. development of additional services of the Center;
- 2.3.26. search for vacancies for temporary and permanent work for students;
- 2.3.27. organization of psychological and pedagogical consultations for students of the University on the problems of employment, personal growth and self-determination, on the preparation of a professional resume;
- 2.3.28. development of recommendations for graduates of the University on employment;
- 2.3.29. provides, together with the departments, planning, organization and accounting of all types of practices;
- 2.3.30. together with the departments concludes contracts for professional practices, memorandums for cooperation with enterprises and organizations in order to employ graduates;
- 2.3.31. distributes jointly with the departments of student interns according to the practice bases, prepares draft orders on sending students to professional practice;
- 2.3.32. coordinates the activities of all departments involved in the organization and conduction of professional practice;
- 2.3.33. draws up orders for the remuneration of employees of educational institutions, other organizations involved in conduction of professional practice;
- 2.3.34. establishes communication with ministries and departments, state organizations and institutions in order to identify the need for specialists of this profile;
- 2.3.35. creates a computer database of graduates and potential employers and systematization of data in it;
- 2.3.36. creates a database of vacancies based on applications from the Ministry of Education and Science of the Kyrgyz Republic, departments, institutions and enterprises in specific specialties required for the industry or region;
- 2.3.37. organizes the procedure for the distribution of graduates (personal distribution);
- 2.3.38. involvement of business workers to adjust curricula, conduct thematic seminars or master classes;
- 2.3.39. interaction with authorities, including with territorial bodies of the state employment service, departments of education, youth policy, as well as with public organizations and their associations to assist in the effective employment of graduates;
- 2.3.40. Placing information about the labor market on the official websites of the University;
- 2.3.41. participation in the development of training programs for students of the University;
- 2.3.42. providing methodological assistance in promoting business initiatives of students and graduates of the University;
- 2.3.43. provision on a quarterly basis of analytical reports on the results of labor market surveys and monitoring to the management of the University;
- 2.3.44. drawing up an annual report on the work of the Center.

3. Rights and obligations of the Center

3.1. Employees of the Center have the right to:

- 3.1.1. request the documents and information necessary for the Center to perform its functions from other structural subdivisions within the limits of its official duties;
- 3.1.2. Submit offers to the head of the Center on improving the activities of the Center and the University;

3.1.3. use computer, copying and other office equipment, means of communication, as well as other material resources necessary to ensure the work of the Center.

3.2. The Career Center has the right to:

3.2.1. independently determine the content and specific forms of their activities in accordance with the goals, objectives and functions specified in this Regulation;

3.2.2. independently develop and submit offers for consideration by the Academic Council and administration on improving the structure of the Center and staffing, on organizing the effective work of the Center;

3.2.3. represent the University in various institutions, organizations: take part in conferences, meetings, seminars on the development of the labor market and the professional career of university graduates.

3.3. Employees of the Center are obliged to:

3.3.1. keep the information contained in the documents of the Center confidential;

3.3.2. qualitatively and fully fulfill the duties assigned to them;

3.3.3. improve and develop the activities provided by the Center;

3.3.4. to comply with the decisions of the Academic Council, orders and instructions, instructions of the rector and president, vice-rector for academic affairs, head of the Department within the established time limits;

3.3.5. comply with the charter, the Internal Regulations, the rules and requirements of labor protection and safety, fire safety, these Regulation and other local regulations;

3.3.6. know and comply with the regulatory legal acts used in the activities of the Center.

3.4. The duties of the Center include:

3.4.1. report as necessary to the founders, the Academic Council, the university administration on the work done;

3.4.2. timely provide information about the decisions made to the interested structural divisions of the University;

3.4.3. Responsibility for the Center is assigned directly to the head, who is personally responsible for:

- rational distribution of individual tasks and functions among employees;
- effective control over the fulfillment of tasks assigned to the employees of the Center for Practice and Employment;
- in case of non-fulfillment or improper fulfillment by the employees of the Center of their functional duties, obligations for the safety of documents, violation of labor discipline, disclosure of official secrets, responsibility is assigned directly to the guilty employees using administrative measures, depending on the severity of violations and the consequences of such violations.

4. Management of the Center and control over its activities

4.1. The Center is headed by the head of the Department, who is appointed to the specified position by order of the President of the University.

4.2. The Head of the Center directly manages all the activities of the Center and reports to the Vice-Rector for Academic Affairs.

4.3. The Head of the Center performs the following duties:

4.3.1 manages the activities of the Center, ensures the organization of its work, the fulfillment of the tasks and functions defined by this Regulation, as well as decisions of the Academic Council, orders, orders and instructions of the University management;

4.3.2. controls the activities of the employees of the Center;

4.3.4. Submits offers to the Vice-Rector for Academic Affairs on improving the activities of the Center, increasing the efficiency of its work;

4.3.5. develops draft documents related to the organization of the Center's activities;

4.3.6. organizes the advanced training of the Center's employees together with the departments responsible for the specified direction;

- 4.3.7. ensures the creation of optimal conditions for high-quality work at the workplace;
- 4.3.8. controls the observance of the legislation of the Kyrgyz Republic, the charter of the University and local regulations of the University, including the Internal Regulations, rules of labor protection and safety, fire safety by the employees of the Center;
- 4.3.9. prepares offers for the selection and placement of the Center's staff for their submission to the coordinating manager for consideration.

4.4. The Head of the Center has the right to:

- 4.4.1. require the employees of the Center to fulfill the duties determined by their job descriptions in full and at a high-level quality;
- 4.4.2. require the employees of the Center to comply with the legislation of the Kyrgyz Republic, the charter, the Internal Regulations, the rules and requirements of labor protection and safety, fire safety, the implementation of the decisions of the Academic Council, orders, orders and other local regulations of the University, instructions of the University management;
- 4.4.3. request from the heads of other structural divisions the materials and information necessary to perform the tasks and functions assigned to the Center;
- 4.4.4. petition the coordinating manager to encourage the employees of the Center or to apply disciplinary sanctions against them.

4.5. The Head of the Center is responsible for:

- 4.5.1. poor-quality and untimely execution of the tasks and functions assigned to the Center by this Regulation, failure to fully and on time implement the decisions of the University management bodies, orders, instructions of the University and instructions of the University management;
- 4.5.2. non-compliance with the legislation of the Kyrgyz Republic, local regulations of the University, unreliability of information provided to the management of the University;
- 4.5.3. failure to perform or improper performance of their labor duties.

5. Interaction with other services

- 5.1. The Center interacts with all structural divisions of the University for the implementation of its successful activities.
- 5.2. The Center interacts with the departments on all issues related to the passage of professional (industrial) practice by students.
- 5.3. Interacts with the Department of Finance and Economics, as a body that provides financial support for the work of the Center.
- 5.4. Interacts with the administrative and economic part on the fulfillment of applications for the necessary consumables, equipment, etc.

LIST OF APPROVAL AND FAMILIARIZATION:

" ____ " _____ 20__

Rector

E.Zh. Zhumadilov

Head of DEQD

A.T. Akmatova

Head EMC

M.T. Kunasova