**MINISTRY OF EDUCATION AND SCIENCE OF**

**THE REPUBLIC OF KAZAKHSTAN**

 **‘M. NARIKBAYEV KAZGUU UNIVERSITY’ JSC**

**LAW SCHOOL**



‘Affirm’

Dean of KAZGUU Law School

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**REGULATION ON**

**CENTER OF PRACTICE, CAREER AND EMPLOYMENT**

**OF KAZGUU LAW SCHOOL**

Nur-Sultan — 2020

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**1. General provisions.**

1.1. This regulation establishes the tasks, functions, structure, rights, duties, the procedure for organizing the activities of the Center for Practice, Career and Employment (hereinafter - CPCE), as well as its relationship with other departments of the university and third-party organizations.

1.2. CPCE is a working body of Law School of M. Narikbayev KAZGUU University (hereinafter - University).

1.3. CPCE carries out activities related to the organization of internships and practice of students in areas of training (specialties), promotes the development of career skills of students and the successful employment of graduates.

1.4. The goal of CPCE is to assist students and graduates in building career plans, in the formation of practical skills and improvement of professional competencies that contribute to their competitiveness in the labor market.

1.5. In its activities, CPCE is guided by:

The Constitution of the Republic of Kazakhstan, legislative and regulatory legal acts of the Republic of Kazakhstan on education, languages, science, the Labor Code of the Republic of Kazakhstan, State educational standards of higher professional education, the Charter of ‘M. Narikbayev KAZGUU University’ JSC, decisions of the Board and the Academic and Research Council of the University, orders of the Rector, these Regulations.

**2. Objectives of the Center for Practice, Career and Employment:**

2.1. Organize work on maintaining internal documentation and concluding contracts with the heads of enterprises (organizations, institutions), acting as a base of practice for students.

2.2. Carry out activities aimed at building a system for the effective work on employment.

2.3. Interact with authorities, including with state authorities, including territorial bodies of public service, employment of the population, departments of education, youth policy, as well as public organizations and their associations, employers to assist in the effective employment of graduates.

2.4. Create and post on the website an electronic bank of vacancies for the employment of graduates offered by employers in the relevant areas of training (specialties).

2.5. Train students on the technologies for achieving success in employment and the skills of a professional career of a modern competitive specialist, methods of effective self-presentation in employment, the rules for making a resume and the rules for interviewing an employer together with employers.

2.6. hold events with the participation of potential employers, helping students and graduates to decide on their future employment: job fairs, career days, trainings, presentations of employers, etc.

2.7. Conduct interviews, selection of candidates for internship, as well as selection of personnel for vacant positions at the request of the employer.

2.8. Establish a direct link between students, university alumni and employing organizations.

2.9. analyze and monitor the labor market in order to identify the changing requirements of employers for the professional competencies of specialists implemented in the directions of bachelor studies’ training, collect, record and summarize information on the results of work on the employment of graduates.

**3.  Functions of the Center for Practice, Career and Employment.**

3.1. Develop uniform rules, organizational and methodological documentation necessary for conducting professional practice (educational, industrial, pre-graduate) students, corresponding to the internship program, working curricula, schedules for organizing the educational process and the requirements of official internal documents of the university.

3.2. Planning for professional practice, organize internships and coordinate professional practice in areas of training (specialties).

3.3. Conduct master classes for students sent for professional practice, inform graduates about promising opportunities for their further employment, organize master classes conducted by leading employers aimed at building graduates’ career skills necessary for employment.

3.4. Provide assistance in employment and adaptation of graduates to the labor market based on the real demand for university graduates in specific areas of training (specialties).

**4. Center for Practice, Career and Employment has the right to:**

4.1. Represent the university in various organizations, institutions, with the agreement of the Director of Law School.

4.2. Participate in various conferences, seminars on employment issues.

4.3. Request and receive from structural divisions materials and information, official information, reporting and reference data on the issues of organization of all types of practice and employment of university students.

 **5. The Center for Practice, Career and Employment is obliged to:**

5.1. Develop recommendations for the Law School based on the real demand for specific graduates in the group of ‘Law’ educational programs, taking into account the recommendations of KLS Business Council on adjusting curricula.

5.2 Responsibility for CPCE rests with the Director of Law School, who is responsible for:

- distribution of individual tasks and functions among CPCE managers;

- effective control over the execution of tasks.

 **6. Organization of activities**

6.1. The activities of CPCE are managed by the Director of Law School.

6.2. The director, within the limits of his competence, gives orders and instructions that are binding on all employees of CPCE and monitors their implementation.

6.3. Employees carrying out the activities of Center of practice, career and employment are managers of practice, career and employment, assigned to a specific educational program.

6.4. CPCE managers are appointed and dismissed on the recommendation of the Director of KAZGUU Law School.

 **7. Interaction with other structural divisions of the University**

7.1 For the implementation of successful activities CPCE interacts with all structural divisions of the University when students undergo all types of practices, as well as in employment.

7.2. Interacts with the Administration of the farm in terms of fulfilling requests for consumables.

 **8. Other conditions**

8.1. Any changes to this Regulation are made only with the permission of the Director of KAZGUU Law School.

8.2. The original of this Regulation is kept in the CPCE, copies of the Regulation, certified in accordance with the established procedure, are transferred to all divisions.