APPROVED

Acting Chair of the Management Board – Rector
Karaganda Buketov National Research University
Non-profit Joint-Stock Company
_____ M.M. Umurkulova
"__" _____ 2026

REGULATIONS
on Continuing Education
of Karaganda Buketov National Research University

(as amended on 23 October 2026, Academic Council Minutes No. 4)

1. General Provisions

1.1 These Continuing Education Regulations have been developed and are implemented in accordance with the Law of the Republic of Kazakhstan No. 319-III "On Education" dated 27 July 2007; the Law of the Republic of Kazakhstan No. 293-VI "On the Status of Teachers" dated 27 December 2019; the Law of the Republic of Kazakhstan No. 202-V "On Permits and Notifications" dated 16 May 2014; Order No. 385 of the Minister of Education of the Republic of Kazakhstan dated 31 August 2022 "On Approval of the Model Rules for the Activities of Educational Organisations of the Relevant Types and Kinds, Except Organisations of Higher and Postgraduate Education"; Order No. 95 of the Minister of Education and Science of the Republic of Kazakhstan dated 28 January 2016 "On Approval of the Rules for Organising and Conducting Professional Development Courses for Teachers and Post-Course Support of Teachers' Activities"; Order No. 175 of the Minister of Education and Science of the Republic of Kazakhstan dated 4 May 2020 "On Approval of the Rules for Developing, Coordinating, and Approving Educational Programmes for Teacher Professional Development Courses"; Order No. 110 of the Minister of Education and Science of the Republic of Kazakhstan dated 17 March 2020 "On Approval of the Rules for Teacher Retraining"; and Order No. 569 of the Minister of Education and Science of the Republic of Kazakhstan dated 13 October 2018 "On Approval of the Classifier of Areas of Training with Higher and Postgraduate Education".

1.2 These Regulations govern the format of study under the programmes of the Institute of Continuing Education (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

1.3 Continuing education programmes shall be developed for internal and external learners, taking into account external needs, the need to improve the qualifications of University employees, government retraining orders, and agreements with legal entities and individuals.

1.4 Continuing education programmes shall develop additional competencies that increase learners' competitiveness and support the principle of lifelong learning.

1.5 Information on continuing education programmes shall be published on the University website (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

1.6 A person enrolled in continuing education courses shall be referred to as a learner.

1.7 Admission to a continuing education programme shall be based on the learner's application.

1.8 Following admission to a continuing education programme, an agreement shall be concluded between the University and the learner.

1.9 The learning process shall comprise 40 or 80 hours (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

1.10 A learner may study online or offline.

1.11 Study at the Institute of Continuing Education shall be fee-based for all categories of learners (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026). Tuition fees shall be determined by the approved price list for paid services.

1.12 Lesson content, topics, and their distribution across modules shall be set out in the working programmes.

1.13 Completion of continuing education programmes shall conclude with learners' final assessment.

1.14 Upon completion, a certificate in the approved form of Karaganda Buketov National Research University shall be issued (Appendix 1).

1.15 Learners shall complete all types of academic work prescribed by the programmes and comply with the Academic Integrity Rules.

2. Continuing Education Formats

Continuing education at the University shall be delivered in two formats: professional development and teacher retraining (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

2.1 Professional Development Format

2.1.1 Professional development courses shall be conducted on the basis of an application from the customer (participant), an order of the Rector organising the courses, and an agreement on organising professional development courses (for external learners).

2.1.2 Professional development shall be provided in the following forms:

– study under professional development programmes at the Faculty of Continuing Education of Karaganda Buketov National Research University;

– study under supplementary professional education programmes at external educational and research organisations holding the relevant licence;

– participation in outreach schools and thematic and problem-based seminars in the learner's speciality;

– participation in targeted and international visits to exchange academic-work experience within the education system;

– professional placement at leading research organisations, educational institutions, or production facilities.

2.1.3 The principal objectives of professional development programmes are:

– training in practical techniques and methods for analysing theoretical propositions and concepts;

– acquiring the skills and abilities to use modern theoretical, scientific, and technical methods to solve specific practical tasks.

2.1.4 Professional development programmes shall be delivered in the relevant research and teaching laboratories, specialised rooms, and classrooms of Karaganda Buketov National Research University or at the customer's premises.

2.1.5 A qualified specialist in the relevant field from among the academic staff of Karaganda Buketov National Research University shall be appointed as the professional development programme supervisor.

2.2 Teacher Retraining Format

2.2.1 A learner in a teacher retraining programme shall be a person with professional education but without teacher education who is beginning professional teaching activity in the relevant field for the first time.

2.2.2 Teacher retraining shall enable learners to acquire additional knowledge, abilities, and skills through educational programmes and the study of individual disciplines and areas of science, engineering, and technology required for a new type of professional activity.

2.2.3 The University shall provide teacher retraining under educational programmes included in the Register of Educational Programmes of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

2.2.4 The educational programme shall comprise 40 credits.

2.2.5 The list, content, and scope of the educational programme disciplines shall be determined by the Professional Standard for Teachers.

2.2.6 Learning outcomes of the retraining programme shall correspond to the teaching, educational, methodological, research, and social-communication job functions and to the level of the Professional Standard for Teachers.

2.2.7 Applicants to the programmes shall submit the required documents to the secretary of the University admissions committee.

2.2.8 Duration of study: five months (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

2.2.9 Learners who successfully complete teacher retraining programmes shall receive a certificate in the prescribed form authorising them to engage in professional teaching activity.

3. Procedure for Developing and Approving Professional Development and Retraining Working Programmes

3.1 A working programme (hereinafter, the WP) shall be developed by department instructors in accordance with internal requirements (Appendix 1).

3.2 The WP shall be current, goal-oriented, practice-oriented, and focused on objectives for developing additional competencies.

3.3 The WP shall be agreed with the head of the relevant department and submitted to the Director of the Institute of Continuing Education (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

3.4 The WP shall be approved by the Vice-Rector for Academic Affairs (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

3.5 The WP may be developed by an external expert engaged as programme supervisor who is capable of proposing relevant learning programmes, possesses methodological skills, and has experience in academic teaching or practical work.

Appendix 1

Karaganda Buketov National Research University

APPROVED

Member of the Management Board for
Academic Affairs – Vice-Rector

"___" _____ 20__

EDUCATIONAL PROGRAMME

of the professional development course

"_____"

DEVELOPED BY

_____
"____" _____ 20__

AGREED

Head of Department

_____
"____" _____ 20__

DIRECTOR OF THE INSTITUTE OF CONTINUING EDUCATION

_____ G.B. Sarzhanova
"____" _____ 20__