

# GUIDELINES FOR ESTABLISHING A BRANCH

## STAGE 1: Preparation and Initiation

### 1.1. Profile compliance check.

Ensure that the enterprise's field of activity corresponds to the university's educational programme.

### 1.2. Negotiations between the parties.

Meetings are held between the university management (Rector, Vice-Rectors, Deans, Heads of Educational Programmes) and the enterprise management (General Director, Deputy Directors). The goals, areas of responsibility and financial issues (if any) are discussed.

## STAGE 2: Legal formalisation (Documentation)

### 2.1. Development of the Regulation on the Branch of NJSC "D. Serikbayev East Kazakhstan Technical University" based at (name of the enterprise).

The Heads of Educational Programmes together with the representatives of the enterprise develop a local regulatory act — the "Regulation on the Branch". It specifies the full name, goals, objectives, structure, operating procedure and areas of responsibility. This regulation is an annex to the agreement on the operation of the branch.

### 2.2. заключение соглашения о работе филиала → Conclusion of an agreement on the operation of the branch.

The university and the enterprise sign a bilateral agreement.

## STAGE 3: Organisational arrangements

### 3.1. Appointment of responsible persons from the enterprise (leading specialist) and from the university (Head of the Educational Programme or a lecturer).

### 3.2. Formation of curricula, student groups and class schedules.

**Advantages of the procedure:** No licensing required. No separate licence is required to conduct practical training at the enterprise.

Flexibility. The programmes can be quickly adapted to the emerging needs of the enterprise.