

## Dual Education Agreement

Kostanay

«\_\_»\_\_\_\_\_20\_\_

PI «Kostanay Engineering and Economic University named after M. Dulatov», hereinafter referred to as the «University», represented by the president Ismuratov Sabit Borisovich, acting on the basis of the Charter, on the one hand, and \_\_\_\_\_, hereinafter referred to as the

*(name of the enterprise, institution, organization)*

«Enterprise», represented by \_\_\_\_\_ by

*(position, first name, surname and patronymic of the head or other authorised person)*

acting on the basis of \_\_\_\_\_,

*(Charter, Regulation, Power of Attorney, Order or other document)*

the other party, hereinafter collectively referred to as The «Parties», in order to further develop cooperation in the field of improving the quality of practical training of university graduates and the introduction of dual education, have entered into this Agreement on dual education (hereinafter referred to as the Agreement) on the following:

### 1. Subject of agreement

1.1. The parties undertake to jointly organize and implement dual training in relation to the students of the University's educational program «Robotic Systems».

1.2. The company provides the student with a workplace for industrial training and professional practice in accordance with the profile of the educational program with appropriate working conditions.

### 2. Rights and obligations of the University

2.1. The university has the right to:

2.1.1. Require the student to conscientiously and properly fulfill the obligations of this Agreement, the Charter of the University, internal regulations, and University acts regulating its activities.

2.1.2. Supervise the completion of the dual training of students at the Enterprise.

2.1.3. Send teachers of specialized disciplines for internships at the enterprise.

2.2. The University is responsible for:

2.2.1. Coordination with the Enterprise of the dual training program according to Annex 1, the duration of training at the Enterprise (Annex 2), the main activities of the trainees during the dual training at the Enterprise, the number of students sent by the University to the Enterprise (Annex 3), payment for the educational services within the framework of dual training (Annex 4).

2.2.2. Timely, no later than 10 (ten) calendar days before the start of the dual training, sending to the Enterprise the list of students, the plan of joint activities (with the training schedule for students at the Enterprise and conducting training sessions by mentors of the Enterprise at the University), as well as additional information at the request of the Enterprise.

2.2.3. Assigning academic mentors from the University to each group of students.

2.2.4. Providing students with educational and methodological literature and materials in accordance with the goals and objectives of educational activities.

2.2.5. Organizing the passage and carrying out periodic control of industrial training and professional practice of students in accordance with the educational program and the schedule of the educational process.

2.2.6. Providing mentors of the Enterprise with methodological assistance in organizing and conducting industrial training and professional practice.

2.2.7. If necessary, providing the Company with information about the student's educational achievements.

2.2.8. Participating in the investigation of accidents if they involve the student during on-the-job training and professional practice.

2.2.9. Ensuring that the final exam is conducted based on the results of the dual training, which is an integral part of the training at the Enterprise.

2.2.10. Timely paying for educational services to mentors from the Enterprise.

### **3. Rights and obligations of the Enterprise**

3.1. The enterprise has the right to:

3.1.1. Participate in the development of timetables and educational programs in accordance with new technologies and changed conditions of the production process.

3.1.2. Propose topics of term papers and theses in accordance with the needs of the Enterprise.

3.1.3. Take part in the final certification of students.

3.1.4. Request information about the current performance of students.

3.1.5. Apply sanctions to students while studying at the company for breaches of work rules (warning, suspension, letter to the University).

3.1.6. Make proposals for possible work placements for students after graduation from the University.

3.2. The enterprise is responsible for:

3.2.1. Signing Labor Contracts with students (Annex 5).

3.2.2. Securing a mentor - a qualified employee of the Enterprise, who owns production technologies or services, managing industrial training and professional practice.

3.2.3. Together with the educational institution, developing and coordinating an educational program, a working curriculum for the specialty, an annual calendar schedule, and an action plan to ensure the educational process within the framework of dual training.

3.2.4. Providing students with special clothing (uniforms), training aids, consumables in accordance with applicable standards, access to practical materials and processes for the period of dual training, with the exception of information that is confidential or constitutes a secret protected by law.

3.2.5. Providing students with safe working conditions at the workplace (with mandatory instructions on safety and labor protection) and, if necessary, conduct training for students in safe working methods.

3.2.6. Providing, in accordance with the schedule of the educational process, and (or) calendar schedules, educational programs, jobs for industrial training and professional practice of students.

3.2.7. Not allowing the use of students in positions that are not provided for by the program of industrial training and professional practice, which are not related to the specialty of students.

3.2.8. Reporting to the education organization all cases of breaches of work discipline and internal rules of the enterprise by the students.

3.2.9. Providing opportunities to use laboratories, classrooms, workshops, library, technical drawings and documentation necessary for students to successfully master their individual assignments.

3.2.10. At the end of industrial training and professional practice, issue a description of the work of students and assess the quality of the passage of dual training.

3.2.11. Considering graduates studying on an educational order (state educational grant) to be employed in accordance with the specialty (qualification) obtained, if there is an appropriate vacancy.

3.3. The mentor is responsible for:

3.3.1. Training students in practical techniques, skills and methods of high-quality performance of official duties and assignments.

3.3.2. Training students in accordance with the working curricula and educational programs agreed with the Enterprise.

3.3.3. Monitoring the execution of instructions given to students.

3.3.4. Identifying and jointly eliminate mistakes made by trainees, providing assistance in eliminating existing shortcomings.

3.3.5. Forming of a responsible attitude among trainees in the performance of their professional duties, as well as a respectful attitude towards colleagues at work.

3.3.6. Requiring students to follow instructions on issues related to production activities.

3.3.7. Requiring working reports from students, both verbally and in writing.

3.3.8. Making proposals for assigning a working category and participate in the discussion of the professional characteristics of students.

3.3.9. Providing feedback on students.

#### **4. Compensation payment**

4.1. During the period of industrial training and professional practice, when trainees perform certain functional duties, the Company is allowed to pay compensation.

4.2. The amount of compensation payment is established at the discretion of the Company.

#### **5. Duration of the agreement**

5.1. This Agreement comes into force from the moment of its signing by the Parties and is indefinite until one of the parties takes the initiative to terminate it. In this case, the Agreement may be terminated within 2 weeks after the end of the current academic year.

5.2. The agreement may be terminated on the basis provided for by the current legislation of the Republic of Kazakhstan.

5.3. The admission of students to the workplace is formalized by the order of the head or by the order of the structural unit of the Enterprise, issued on the basis of this Agreement.

#### **6. Liability of the parties**

6.1. For non-fulfillment or improper fulfillment of their obligations under this agreement, the parties shall bear responsibility established by the current legislation of the Republic of Kazakhstan.

6.2. The parties are exempt from liability for failure to fulfill obligations under this Agreement if this was the result of force majeure circumstances.

#### **7. Dispute settlement procedure**

7.1. Disagreements and disputes arising in the course of the implementation of this Agreement shall be resolved directly by the parties in order to develop mutually acceptable solutions.

7.2. Issues not resolved by the parties through negotiations, development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.

## **8. Procedure for changing the terms of the agreement and termination**

8.1. The terms of this Agreement are amended and supplemented by mutual written agreement of the parties.

8.2. The agreement shall be drawn up in two copies, each having equal legal force.

## **9. The legal addresses and bank details of the Parties:**

### **University**

**PI «Kostanay Engineering and Economic**

**University named after M. Dulatov»**

Kostanay, Chernyshevsky st. 59,

tel.: +7 (7142) 28-02-58

**e-mail:** [adm@kineu.kz](mailto:adm@kineu.kz)

BIN 960840000146

BIK TSESKZKA

IIC KZ05998GTB0000014281, КБЕ 17

КФ «Jýsan Bank» JSC

### **Enterprise**

### **President**

\_\_\_\_\_/ **S.B. Ismuratov**



**Schedule  
of conducting classes within the framework of dual training**

of \_\_\_\_\_ educational program  
(code and name of the educational program)

Course \_\_\_\_\_

Group \_\_\_\_\_

Term \_\_\_\_\_

Discipline code and name	Type of lesson	Number of students	Name of the mentor, position	Timing		Location
				Day of the week	Time	

**University**

**PI «Kostanay Engineering and Economic**

**University named after M. Dulatov»**

Kostanay, Chernyshevsky st. 59,

tel.: +7 (7142) 28-02-58

**e-mail:** [adm@kineu.kz](mailto:adm@kineu.kz)

BIN 960840000146

BIK TSESKZKA

IIC KZ05998GTB0000014281, KBE 17

KF «Jýsan Bank» JSC

**Enterprise**

**President**

\_\_\_\_\_/ **S.B. Ismuratov**

**List of students**

for conducting classes within the framework of dual training  
of \_\_\_\_\_ educational program  
*(code and name of the educational program)*

Course \_\_\_\_\_

Group \_\_\_\_\_

Term \_\_\_\_\_

Code and name of the discipline \_\_\_\_\_

№	Full name of students	Payment form (educational grant / fee paid education)

**University**

**PI «Kostanay Engineering and Economic  
University named after M. Dulatov»**

Kostanay, Chernyshevsky st. 59,

tel.: +7 (7142) 28-02-58

**e-mail:** [adm@kineu.kz](mailto:adm@kineu.kz)

BIN 960840000146

BIK TSESKZKA

IIC KZ05998GTB0000014281, KBE 17

KF «Jýsan Bank» JSC

**Enterprise**

**President**

\_\_\_\_\_/ **S.B. Ismuratov**

**Estimated payment costs**  
for conducting classes within the framework of dual training

of \_\_\_\_\_ educational program  
*(code and name of the educational program)*

Course \_\_\_\_\_

Group \_\_\_\_\_

Term \_\_\_\_\_

Code and name of the discipline	Number of hours per term	Planned number (people)	Tuition fee for 1 (one) hour per group, tenge	Total payment per term, tenge
Total payable				

**University**

**PI «Kostanay Engineering and Economic**

**University named after M. Dulatov»**

Kostanay, Chernyshevsky st. 59,

tel.: +7 (7142) 28-02-58

**e-mail:** [adm@kineu.kz](mailto:adm@kineu.kz)

BIN 960840000146

BIK TSESKZKA

IIC KZ05998GTB0000014281, KBE 17

KF «Jýsan Bank» JSC

**Enterprise**

**President**

\_\_\_\_\_/ **S.B. Ismuratov**



## Labor contract

Kostanay \_\_\_\_\_ « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(name of the enterprise, institution, organization)  
hereinafter referred to as the "Employer", represented by

\_\_\_\_\_  
(position, surname, name, patronymic of the head or other authorized person)  
acting on the basis of \_\_\_\_\_,  
(Charter, Regulation, Power of Attorney, Order or other document)

on the one hand, and \_\_\_\_\_,  
(Full name of the student)

IIN \_\_\_\_\_, hereinafter referred to as the "Employee", on the other hand,  
hereinafter collectively referred to as the "Parties", have entered into this Labor contract as follows:

### 1. Subject of contract

1.1. The Employee undertakes to personally perform work in the position (qualification, specialty) \_\_\_\_\_ to comply with the terms of this Labor Contract, labor regulations, and the Employer undertakes to provide the Employee with work in the agreed labor function, ensure working conditions provided for by the Labor Code, laws and other regulatory legal acts of the Republic of Kazakhstan, acts of the Employer, timely and in full payment of the Employee's salary.

1.2. This dual education program is an integral part of the undergraduate educational program of the Kostanay Engineering and Economics University named after M. Dulatov (hereinafter - KEnEU) "Robotic systems". For the purposes of the dual nature of this program, the "theoretical phases" at KEnEU and the "operational phases" in the above-mentioned enterprise alternate. For the long-term integration of students into the production process of training and gaining experience, an employment contract must be agreed for the entire period of study from the third to the last semester.

### 2. Duration

2.1. Employment starts on \_\_\_\_\_ and ends on \_\_\_\_\_.  
(DD/MM/YY) (DD/MM/YY)

### 3. Working hours

3.1. Average weekly standard working day is \_\_\_\_\_ hours (maximum 50% of (hh/mm) a full-time equivalent). The employee is not responsible for additional services, overtime or other requirements (duty, business trip, etc.) outside the normal working hours.

3.2. The work is performed in the operational stages depending on the curriculum or in the preparation stage of the thesis/project. Whether or not the preparation of a thesis/project should be regarded as work performance and to what extent it is regarded as working time is decided after deciding on the topic of the thesis/project. Thus, the allocation of working hours in the working year depends on the overall allocation of work stages and preparation of the graduation thesis/project in the educational program. Deviations require the employee's consent in any case. This should be communicated to the supervisor of the educational program in advance.

3.3. The distribution of working time for individual weeks of the working stages of the

preparation of the thesis / project, as well as the beginning and end of the working day, are based on the organizational needs of the employer and his department. No later than two weeks before the start of each work stage, the employee must be notified of his / her working hours during this stage. A two-week notice requirement is not required if it is necessary due to unforeseen circumstances to prevent a disproportionately disadvantageous economic situation and other measures are inappropriate.

#### **4. Performance/commitment to achieving goals**

4.1. The employee must make efforts to acquire the knowledge, skills and other professional experience that are necessary to achieve the educational goals of the undergraduate educational program "Robotic Systems".

4.2. The employee will work to increase their knowledge relevant to different departments and/or projects.

4.3. Due to the close connection between practical vocational training at the enterprise and theoretical and applied training at KEnEU, an employee is obliged to participate in courses and other trainings at KEnEU, to pass scheduled exams and other proof of achievement in accordance with the academic calendar.

#### **5. Workplace**

5.1. Standard workplace - enterprise of the employer

---

*(Title and address)*

5.2. The employee agrees to perform the work also at other facilities of the Enterprise in Kostanay.

#### **6. Payment**

6.1. Payment for working time is carried out continuously, regardless of whether the employee is at the production or at the theoretical stage, in the amount of \_\_\_\_\_ tenge per month.

---

*(Sum in numbers and words)*

#### **7. Training obligations of the employer**

7.1. The employer must ensure the acquisition of professional knowledge, skills and experience necessary to achieve the educational goals of the undergraduate educational programs "Robotic systems". The course of study should be designed in such a way that you can see not only the content, but also the schedule of the curriculum. This requires the knowledge and training of employees to apply the system of assigned tasks and projects. Activities that do not correspond to the level of education are not allowed.

7.2. The structure of practical training in the enterprise, divided into separate operational phases, includes planned areas of application, participation in several projects, priorities in the curriculum, which must be confirmed by the head of the educational program before the completion of the training contract.

7.3. The employer must appoint one or more suitable mentors. If multiple mentors are involved, a training coordinator should be identified. The mentor or training coordinator must be reported to the head of the educational program.

7.4. Workshops and training centers in the company must comply with both worker protection regulations and the regulations stated in the KEnEU selection criteria.

## **8. Training costs / allowances**

8.1. The employee must be provided with the necessary training materials (tools, materials, literature, etc.) free of charge. This does not include those tools that are required for theoretical and applied preparation within the educational program. As for the funds for the thesis / project, the relationship between the employee and the employer is relevant. In case of disagreement, it is necessary to inform the head of the educational program.

8.2. All costs of providing work clothes, passes etc. to the employee are covered by the employer.

8.3. In the case of employee business trips, the usual policy applies to operational business trips, taking into account cost compensation.

8.4. No reimbursement of tuition or education costs is allowed during or upon termination of employment.

## **9. Information exchange**

9.1. The employee agrees that information related to the performance and other assessment of his activities can be transferred to KEnEU.

9.2. The employee agrees that KEnEU can provide the employer with learning outcomes and other feedback about the work.

9.3. The employer has the right to demand learning outcomes and other regular performance evaluations directly from the employee.

## **10. Cooperation with KEnEU**

10.1. The special educational nature of labor relations requires regular cooperation with KEnEU. The employee and the employer have the right to contact KEnEU on all issues arising from these working relations in order to inform and resolve disputes.

## **11. Termination of employment**

11.1. Termination of labor relations before the expiration of the specified period is allowed in the following cases:

11.1.1. Termination of contracts for the provision of educational services and dual training with KEnEU.

11.1.2. The employee's right to dismiss is not limited.

11.2. Termination by both the employer and the employee must be made in written form and only after informing KEnEU. Information about the proposed termination must be provided to the head of the educational program at least two weeks before the notice of termination. If there is no written dismissal or there are no grounds for dismissal, the dismissal is invalid.

## **12. Expiration of claims**

12.1. Unless the legal or contractual deadlines provide for any conflicting facts, all employment claims will expire within three months of the due date unless the parties submit a written request.

## **13. Additions to the employment contract / deviations from the contract**

13.1. Additions to the contract have no legal force, except in written form and with the approval of KEnEU. Deviations from the contract of the KEnEU sample are prohibited if they are unprofitable for the employee.

**16. Legal addresses and bank details of the Parties:**

**Employer**

**Employee**

### Feedback Form - Academic Mentors

Dear Academic Mentor,  
upon completion of training at the enterprise, we invite you to answer the following questions.

The questionnaires will be analyzed for the need to optimize the organization and the learning process. Your opinions and suggestions are very important to us!

The collected data will be processed anonymously.

University: \_\_\_\_\_

Select the appropriate level of agreement: 1 - I strongly agree, 6 - I completely disagree, x - I don't know / doesn't matter

The academic mentor received all the necessary information about his tasks before the start of the training.	1	2	3	4	5	6	x
The academic mentor knew about the tasks of the students at the enterprise.	1	2	3	4	5	6	x
The academic mentor knew in advance what work assignments the students would have to complete.	1	2	3	4	5	6	X
The academic mentor knew what skills and competencies students should acquire with each assignment.	1	2	3	4	5	6	X
A mentor was introduced into the structure of the enterprise.	1	2	3	4	5	6	x
The academic mentor was told about his responsibilities and role in dual education.	1	2	3	4	5	6	x
The academic mentor was given ample time to complete his tasks.	1	2	3	4	5	6	x
The academic mentor communicated openly with the students and gave feedback on their work.	1	2	3	4	5	6	x
The academic mentor took the opportunity to get in touch with the industrial environment.	1	2	3	4	5	6	x
The academic mentor supported the students' questions during their training.	1	2	3	4	5	6	x
The work assignments were mostly in line with the training program.	1	2	3	4	5	6	x
The clearly structured training was previously agreed with the company.	1	2	3	4	5	6	x
The academic mentor saw learners take responsibility for their professional careers.	1	2	3	4	5	6	x
The academic mentor received no feedback on what the trainees did during the training.	1	2	3	4	5	6	x
If necessary, during the training, you could use the services of the head of the university practice.	1	2	3	4	5	6	x
Overall satisfaction with feedback during training.	1	2	3	4	5	6	x
I would recommend mentoring other scholars in the dual education program.	1	2	3	4	5	6	x

During training, I was least pleased with:

My suggestions for improving the quality of education:

Please describe your experience as mentoring in a dual education program versus mentoring in the first year.

How do you assess the planning of the next stage of training?

How did this affect your cooperation with the university (work to support R&D, orientation, expectations, acquisition of competencies / skills / knowledge)?

Thank you!

### Feedback questionnaire – for mentors of the enterprise

Dear mentor of the enterprise,  
upon completion of training at your enterprise, we invite you to answer the following questions.

The questionnaires will be analyzed for the need to optimize the organization and the learning process. Your opinions and suggestions are very important to us!

The collected data will be processed anonymously.

Enterprise:

Select the appropriate level of agreement: 1 - I totally disagree, x - I don't know / doesn't matter

The university provided all the necessary information before starting the training.	1	2	3	4	5	6	x
The trainees were well received by the employees of the enterprise.	1	2	3	4	5	6	x
I knew in advance what work tasks the trainees would have to perform.	1	2	3	4	5	6	x
I knew what skills and competencies students should acquire with each assignment.	1	2	3	4	5	6	x
The mentor was introduced to the educational program.	1	2	3	4	5	6	x
The mentor was told about his responsibilities and role in this dual education.	1	2	3	4	5	6	x
The mentor was given sufficient time to complete his tasks.	1	2	3	4	5	6	x
The mentor communicated openly with the trainees and gave feedback on their work.	1	2	3	4	5	6	x
The trainees were given a space to express their initiative / interests and took advantage of the opportunity.	1	2	3	4	5	6	x
Employees openly answer students' questions and support them.	1	2	3	4	5	6	x
The work assignments were mostly relevant / appropriate for the training program.	1	2	3	4	5	6	x
* Clearly structured teaching agreed with the university.	1	2	3	4	5	6	x
* The trainees were given responsibility for a professional career.	1	2	3	4	5	6	x
Sometimes we didn't know what to do with the learners.	1	2	3	4	5	6	x
During the training, you could use the advice of an academic mentor.	1	2	3	4	5	6	x
Overall learning satisfaction.	1	2	3	4	5	6	x
I would recommend becoming a partner of the university in the implementation of the dual educational program to other enterprises.	1	2	3	4	5	6	x

During the training, I was least pleased with:

My suggestions for improving the quality of education:

Please describe your experience as mentoring in a dual education program versus mentoring in the first year.

How do you assess the planning of the next stage of training?

How did this affect your cooperation with the university (work to support R&D, orientation, expectations, acquisition of competencies / skills / knowledge)?

Thank you!



### Feedback questionnaire – students

Dear student,  
upon completion of training at the enterprise, we invite you to answer the following questions.

The questionnaires will be analyzed for the need to optimize the organization and the learning process. Your opinions and suggestions are very important to us!  
The collected data will be processed anonymously.

Educational programme
Year of study:
Enterprise

Select the appropriate level of agreement: 1 - I strongly agree, 6 - I completely disagree, x - I don't know / doesn't matter

The university provided all the necessary information before starting the training.	1	2	3	4	5	6	x
I was well received by the staff.	1	2	3	4	5	6	x
I knew in advance what work tasks I would be doing.	1	2	3	4	5	6	x
I knew what skills and competencies I would acquire with each assignment.	1	2	3	4	5	6	x
The mentor introduced me to the work environment.	1	2	3	4	5	6	x
The mentor introduced me to the enterprise.	1	2	3	4	5	6	x
The mentor told me what work tasks should be done and what I should learn from doing them.	1	2	3	4	5	6	x
A mentor was available for my questions.	1	2	3	4	5	6	x
The mentor communicated openly with me and gave me feedback on my work.	1	2	3	4	5	6	x
I could show initiative / interest if I wanted to.	1	2	3	4	5	6	x
The staff answered my questions.	1	2	3	4	5	6	x
The work assignments were / fit my curriculum.	1	2	3	4	5	6	x
A work plan of assignments helped me learn.	1	2	3	4	5	6	x
* Please add a comment - how did this affect the acquisition of competencies / skills, your expectations from on-the-job training, etc .:							

* Clearly structured training increased my motivation to complete work assignments.	1	2	3	4	5	6	x	
* Clearly structured training has increased my responsibility for my professional career.	1	2	3	4	5	6	x	
Sometimes I didn't know what to do in the enterprise.	1	2	3	4	5	6	x	
A training organizer was available if needed during my training.	1	2	3	4	5	6	x	
I am used to the culture of the work environment and the rules of conduct in the company.	1	2	3	4	5	6	x	
I am used to work discipline and responsibility for completing tasks.	1	2	3	4	5	6	x	
Overall satisfaction with learning.	1	2	3	4	5	6	x	
I would recommend this training venture to a friend.	1	2	3	4	5	6	x	
During the training, what I liked the most:								
During the training, the least I liked were:								
My suggestions for improving the quality of education:								

Please describe your experience of completing a dual education program versus mentoring in the first year.

How do you rate training planning?

How did this affect your learning (work, orientation, expectations, acquisition of competencies / skills / knowledge?)

Thank you!