



# WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services (CEES)

## D 3.2 Guideline on careers, employability and enterprise services

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## 1. WELCOME NOTE

Please welcome the target groups of this Guide ...

Dear Student,

You are warm welcome to Khalel Dosmukhamedov Atyrau University.

In the modern diversified ecosystem of public and private universities in Kazakhstan, the University occupies a special place, having strategic importance for the Western region of the country. The University provides multidisciplinary training for the socio-economic development of the region in such areas as pedagogy and psychology, agriculture, natural sciences, information technology, foreign languages and the humanities, economics and law, art, sports and tourism.

This Guideline is written in a way that is practical and is intended to be a guide to help you to find the main issues on careers, employability and enterprise services that the University provides. For more information you can visit the Office of Career and Internship at the University.

The University website offers all significant and useful information as well – [www.asu.edu.kz](http://www.asu.edu.kz) and you can find the HEI is on social network by following links:

Facebook <https://www.facebook.com/profile.php?id=100046033877988&mibextid=LQQJ4d>

Instagram [https://www.instagram.com/atyrauuniversity\\_official?igsh=MTE5eThsdWN1c2I3aA==](https://www.instagram.com/atyrauuniversity_official?igsh=MTE5eThsdWN1c2I3aA==)

Telegram [https://t.me/atyrau\\_university](https://t.me/atyrau_university)

We hope that this handbook will provide a starting point for you at the University to ask your requests on careers, employability, and enterprise services issues.

## 2. The overall concept on careers, employability and enterprise services offered by HEI

**Explanation:** Please outline what is a Career Guidance and Counseling concept at your university? How this concept support student during them study at university? which competences and how university will help to improve skills? Why Career guidance and counseling programs need to student? What is a benefit for students?

**Maximum:** 2 pages

The university provides students with the concept of career guidance and counseling to effectively support them in their studies. This concept covers several key aspects.

### 1. Skill Development:

The university provides training and resources to develop key skills such as communication, leadership, and adaptation to change.

### 2. Preparation for Employment:

Students receive assistance in creating resumes, preparing for interviews, and developing the skills needed for successful employment. The HR agencies and HR Departments of partner organizations-employers conducts the trainings and master classes for this.

### 3. Mentoring and Consulting:

The university provides mentoring support and advice so that students can discuss their career issues and receive advice from experienced professionals.

### 4. Network Interaction:

Students have access to a network of peers, university alumni and members of the business community to create useful professional connections. For this the University has Alumni Association, Council of Employers, various clubs of interests.

The Office of Career and Internship works on all these aspects. The purpose of the Office is to assist students and graduates of the University in organizing professional internship, planning and career development.

The main goals of the Office are:

- Cooperation with industrial enterprises, organizations on issues of professional internship with the possibility of subsequent employment and establishing feedback with employing companies and graduates;

- Coordination of the work of responsible persons at the faculties and departments of the University for professional internship and employment;
- Control over the timely development of professional internship programs;
- Establishment and development of long-term partnerships with enterprises, organizations and institutions on the basis of concluding agreements for professional internship for University students and facilitating further employment;
- Informing graduates about the needs of enterprises, organizations and institutions for specialists;
- Provide feedback to employing companies and graduates in order to monitor their employment;
- Conducting a survey of employers, analyzing the results of the survey, identifying the strengths and weaknesses of university graduates;
- Involving potential employers in conducting trainings, guest lectures, master classes for students to develop practical skills;
- Organizing meetings of graduates with potential employers;
- Interaction with local entertainment centers (public organizations) for employment and entertainment for youth.

The overall benefits for students include better preparation for the job market, increased competitiveness, confidence in choosing a career path and effectively meeting professional challenges.

The Head of the Career and Practice Office

Kanatova Ainur Zhumabaevna,

Campus #1, office 221

tel: +7 701 907 4792

### 3. PART I: services for students

**Explanation:** Please outline the services offered by your university for student; it should be services available to students on campus. For example: career service, e-service, library, sport club and so one

**Maximum:** 2 pages

The University is student-oriented with various services provided to you. Here is the link to the Roadmap by which you can find all the necessary information about the HEI <https://asu.edu.kz/university/rebranding/11660/>

Besides, there are following types of services provided to students:

- **by Student service center**

- Registration, storage and processing of personal documents of students;
- Issuing orders in accordance with the law on the movement of the contingent of students: admission, expulsion, re-admission, academic vacations.
- Issuance of a duplicate diploma in accordance with the law in accordance with the law

Head of the Center: Bekkulova Nurzila

Campus#1 office 219

E-mail: [n.bekkulova@asu.edu.kz](mailto:n.bekkulova@asu.edu.kz)

Tel: +7 712 227 63 26

- **by International cooperation Department, as follows:**

- International programs, trainings, conferences;
- Invitation of a foreign scientist;
- Double diploma program;
- Academic mobility

Head of the Department: Ashirkhanova Karlygash

<https://asu.edu.kz/international-activity/about-us/>

Email: [international\\_office@asu.edu.kz](mailto:international_office@asu.edu.kz)

Instagram: <https://www.instagram.com/international.asu?igsh=MXZvYmNtdmponYnFmZQ==>

Phone: +7 (7122) 49 21 27

- **by Department of Youth Policy**

The Department organizes public, socio-cultural events of the university and works closely with students. Here is the Student clubs list you can choose by your interest:

- "Student self-management" structure
- "Senator" debate club
- "Halel" jaydarman team
- Creative center named after Abish Kekilbaev
- "Aktanger" Poets Club
- "Asu" dance group
- "Asu Umit" charity fund
- "ASU Life" media club
- Student club "Adal Urpaq" (Honest Generation).
- "Bolashak" sports club
- Enactus club
- Student orchestra
- Student choir
- "Saf" student theater
- Student council
- "BVS" volunteer club



- "Kyz zibek" girls' organization
- Club of book lovers "Sana"

Head of the Department: Kairlieva Gulnur

Campus #1, office 111

E-mail: [g.kayrlieva@asu.edu.kz](mailto:g.kayrlieva@asu.edu.kz)

Instagram: [https://www.instagram.com/jastar\\_sayasaty?igsh=eXc4ajNtczRva3Zk](https://www.instagram.com/jastar_sayasaty?igsh=eXc4ajNtczRva3Zk)

Tel: +7 712 227 63 08

- **by Sports Department**

Formation of a healthy lifestyle of students is implemented according to the general state program. The university pays great attention to physical training and various sports events, and all conditions are created. Sections of junior football, volleyball, basketball, table tennis, chess, and racquetball work in the cultural and sports complex of the university. The annual traditional Rector's cup competitions are held among teachers and students in different kinds of sports. At present, Atyrau University has:

- Stadium;
- Military training ground;
- Table tennis
- Football field with artificial grass;
- Basketball court;
- Gym;
- Swimming pool;
- Boxing hall;

Head of Department: Aralbayev Alpysbay

"Zhaiyk" sport complex

Email: [a.aralbaev@asu.edu.kz](mailto:a.aralbaev@asu.edu.kz)

Tel: +7 712 227 63 11

- **by Science Library**

The main goal of our library is to provide teachers and students with textbooks and literary works suitable for the learning process. The library stock is 735434 items. Here is the information of library locations:

- Electronic study hall (Campus #1, Room 106);
- Department of scientific information and rare literature (Campus #1, Room 105);
- Periodicals reading room (Campus #1, Room 107);
- Study hall at the Faculty of Economics and Law (Campus #4, Room 110);
- Subscription department of natural sciences, physics, mathematics and legal literature (Campus #2);
- Subscription department at the Department of Music and Art (Campus #3, 1st floor);

Head of Scientific Library: Ibrasheva Zauresh

Working time: 09:00-24:00 (Monday-Friday)

Tel: +7712 227 634

- **by Business incubator and co-working center "ISpace"**

The aim of the Center is forming the entrepreneurial culture and skills of students, helping to launch startups, promoting the growth of new companies at an early stage of development.

Head of the Center: Strategic development office head, Bissaliyeva Sharbat

Email: [sh.bisaliyeva@su.edu.kz](mailto:sh.bisaliyeva@su.edu.kz)

Tel: +7 778 b703 1000

- **by Students' house**

University has 3 student houses for 1300 students. Each room is equipped for 3 and 4 students. Each student is provided with a separate bed, wardrobe and desk. There is a possibility to get first aid in the student house

Responsible person: Vice rector on social issues Koshigulova Lailya

Email: [l.koishigulova@asu.edu.kz](mailto:l.koishigulova@asu.edu.kz)

Tel: +7 712 227 63 08

#### 4. PART II: services for HEI staff

**Explanation:** Please outline the available services at the university for support the staff. It should be long distance learning, library, antiplagiarism system at university and so one.

**Maximum:** 2 pages

The University realizes that the staff is its main resource and provides a variety of services to support it.

##### Trainings online and offline:

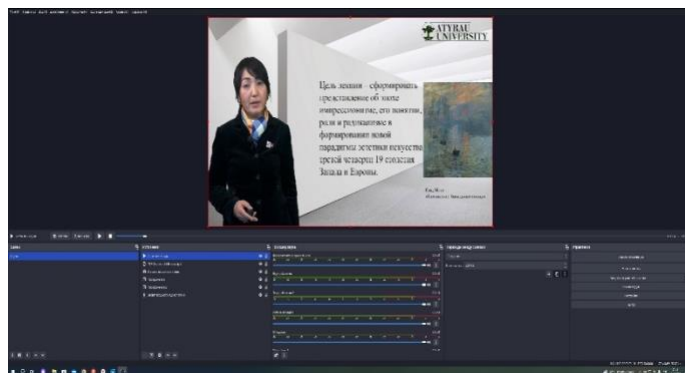
The university provides a wide range of learning services both online and offline. This includes International and Republican courses, webinars, master classes, trainings.

##### Massive Open Online Course:

For the use of distance learning technologies and training through MOOCs, a separate office with 4 booths (tutor class) has been created. The main task of the tutor class is the development of electronic educational materials (multimedia educational programs, 3D popular science educational films, video lectures, laboratory workshops, MOOCs). The electronic resources include 22 units of electronic textbooks and electronic educational and methodological complexes to provide information support for the educational process.



A specialized tutor class allows teachers to conduct online dialogue classes for students studying using distance learning technologies and take advanced training courses through MOOCs, and the university also has an e-schedule and e-registration system for students.



In 2022, the office “Video studio for recording online courses and webinars” started to be used, the office is equipped with 79-inch glass, Single-camera PTZ 4k UltraHD system, VideoDoska “Basic” with a microcomputer and its own software, Teleprompter, Video equipment with remote control.

##### Scientific library:

The main goal of our library is to provide teachers and students with textbooks and literary works suitable for the learning process. The library stock is 735434 items. All the information about Scientific library is given above.

### Anti-plagiarism system:

To implement academic integrity regarding scientific works, works, manuscripts of teachers, staff and students, the university uses the StrikePlagiarism.com system - an anti-plagiarism program, an effective tool for searching for plagiarism, analyzing the source of borrowing and providing feedback to the author. The contract is valid until 12/31/2024.

### International cooperation:

The goal of the International cooperation Department is Integration into the international educational space in order to improve the educational process and improve the quality of teachers and students using international experience. The services for the HEI staff among the Departments responsibilities are:

- Participation of the teachers at the international programs, trainings, conferences
- Experience change with the foreign scientists via invitation them
- Academic mobility by Orhun, Mevlana, Erasmus+ programs
- Courses of English and Turkish languages for the staff

### StartUp projects Contests:

The young staff (upto 35 year old) can participate at the annual StartUp projects Contests, along with the student. The Contest is organized by the Business incubator and co-working center ISpace. Four directions of the StartUp projects can be applied at the Contest:

- scientific and research projects
- business projects
- social entrepreneurship projects
- image projects (image of the HEI)

Head of the ISpace Center: Strategic development office head Sharbat Bissaliyeva

Email: [sh.bisaliyeva@asu.edu.kz](mailto:sh.bisaliyeva@asu.edu.kz)

Tel: +7 778 703 1000

### Technical Support:

Staff can contact technical support for assistance while working on automated educational management system "Platonus" at the university. Also the staff can ask for technical support in office equipment to the IT services Department.

For the Platonus system - Mendygaliyev Zhandaulet

Email: [zh.mendigaliyev@asu.edu.kz](mailto:zh.mendigaliyev@asu.edu.kz)

Tel: +7 712 227 63 28

IT Department Lead – Aman Abilov

Email: [a.abilov@asu.edu.kz](mailto:a.abilov@asu.edu.kz)

Tel: +7 702 490 1413

### KPI system:

KPI systems conducts at the University. This is needed not only to monitor and evaluate the University performance, but also to motivate staff. It helps to unite the team, achieve high results, improve the quality of work and increase employee productivity. KPI is conducted annually from September to June. As the result the staff have the certain bonuses. The process is coordinated by the Strategic development Department.

Head of Strategic development office head - Sharbat Bissaliyeva

Email: [sh.bisaliyeva@asu.edu.kz](mailto:sh.bisaliyeva@asu.edu.kz)

Tel: +7 778 703 1000

## 5. PART III: services for other stakeholders:

**Explanation:** Please outline your university services which can support university stakeholders for sustainability, the university must maintain good relationships and attend to issues affecting

**Maximum:** 2 pages

The university offers services to employers: training of personnel for a specific enterprise on the basis of a contract (training on request); provision of paid services for scientific research; implementation of joint scientific research; joint work on the modernization of educational programs; joint activities; leasing of classrooms, buildings, sports complexes, etc.

Improving the educational process and its quality contributes to the survey of employers. As the results of the survey show, employers highly evaluate the level of theoretical and professional training of students, their erudition, the ability to use the acquired professional skills in solving a particular industrial or scientific problem. According to the results of the survey, 88% of the surveyed employers are satisfied with the quality of training.

Conformity of the purpose and content of educational programs to the requirements of production is achieved by taking into account the opinion of employers, reflected in their recommendations, in the minutes of the final conferences of internships, meetings of departments and faculty councils. According to the minutes of faculty councils and department meetings of the University, leading experts from industry participate in the development of educational programs. Such participation at the University is provided in the following forms:

- 1) holding round tables with the heads of educational institutions, which is reflected in the minutes of the final conferences;
- 2) inviting leading experts from industry to educational and methodological seminars and department meetings, where catalogs of elective disciplines are discussed that result in new disciplines being included in the structure of educational programs, as well as issues of implementing innovative teaching methods in school practice;
- 3) reviewing and expertise of catalogs of elective disciplines and curricula for elective disciplines;
- 4) questioning the heads of the practice bases and methodologists (practitioners) about the formation of professional competences and taking into account their recommendations when compiling the catalog of elective disciplines.

## 6. Map, contact information

Explanation: Please outline the physical address, mailing address, telephone number, facsimile number and email address of a department or persons with whom student/staff (other stakeholder can contact direct if they will have questions about services).

“Khalel Dosmukhamedov Atyrau University” non-commercial joint stock company

Address:

Republic of Kazakhstan, Atyrau, 060000

Studencheskaya avenue, 1 Map: <https://2gis.kz/atyrau/geo/70000001034595692>

Email: [kense@asu.edu.kz](mailto:kense@asu.edu.kz)

Tel: 87122276323

There are 6 Faculties at the University. You can contact to the Deans as follows:

### **Faculty of innovative education**

Dean: Mukhanbetzhanova Akmaral Utepbergenovna,

Email: [a.mukhanbetzhanova@asu.edu.kz](mailto:a.mukhanbetzhanova@asu.edu.kz)

Instagram: [https://www.instagram.com/innovation\\_faculty?igsh=MTFkNzA3a3djaHA3cg==](https://www.instagram.com/innovation_faculty?igsh=MTFkNzA3a3djaHA3cg==)

Tel: +7 712 227 63 11

### **Faculty of Natural and Agricultural Sciences**

Dean: Kabiev Yerlan Syrymovych

Email: [e.kabiev@asu.edu.kz](mailto:e.kabiev@asu.edu.kz)

Instagram: [https://www.instagram.com/zharfac\\_atgu?igsh=YWVvejRsM3QyOWpo](https://www.instagram.com/zharfac_atgu?igsh=YWVvejRsM3QyOWpo)

Tel: +7 712 227 67 52

### **Faculty of Physics, Mathematics and Information Technologies**

Dean: Asanova Bakhtygul Ungarsinovna

Email: [b.asanova@asu.edu.kz](mailto:b.asanova@asu.edu.kz)

Instagram: [https://www.instagram.com/fizmat\\_atgu?igsh=cjdvciVnd3pxYzR6](https://www.instagram.com/fizmat_atgu?igsh=cjdvciVnd3pxYzR6)

Tel: +7 712 227 63 41

### **Faculty of Humanities and Arts**

Khamidullina Dinara Ulykpanovna

Email: D. [Khamidullina@asu.edu.kz](mailto:Khamidullina@asu.edu.kz)

Tel: +7 712 227 63 40

### **Faculty of Economics and Law**

Dean: Utaliyeva Raikhan Sagitzhanovna

Email: [r.utaliyeva@asu.edu.kz](mailto:r.utaliyeva@asu.edu.kz)

Instagram: <https://www.instagram.com/asu.economicslaw?igsh=MW40dHhtbGJkaGQzNg==>

Tel: +7 712 227 63 26

### **Faculty of Multilingual Education**

Dean Korgan Bibinur Burkitovna

Email: [b.korgan@asu.edu.kz](mailto:b.korgan@asu.edu.kz)

Instagram: [https://www.instagram.com/polylanguage\\_asu?igsh=MXVvY3Ftb2NxcjhxOA==](https://www.instagram.com/polylanguage_asu?igsh=MXVvY3Ftb2NxcjhxOA==)

Tel: +7 712 227 63 33

## 7. Visualisation

**Explanation:** Please present the information in a visual form: in the form of diagrams and graphs, diagrams, tables. Infographics and illustrations (photo, drawing) can also to be used.